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AIR MOBILITY COMMAND**

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This volume implements AMCPD 24-1, Military Airlift Policy for Aerial Port Operations and rescinds AMCI 24-101, Vol. 16, Military Airlift – Border Clearance and Vol. 23, Military Airlift AMC Aerial Port Intransit Visibility. This instruction applies to the Air National Guard when in Title 10 status and assigned to AMC and to US Air Force Reserve Command (AFRC) unless specified otherwise. This AMCI applies to only those aerial ports identified in DTR Part III, Appendix M and those officially designated, pending revision to Appendix M. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

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SUMMARY OF CHANGES

This revision has been substantially condensed and must be completely reviewed. This version consolidates and supersedes AMCI 24-101 Vol. 9, dated 20 Jul 2001, incorporating guidance and procedures for the Air Terminal Operations Center (ATOC). Major changes include: condenses and defines ATOC work center tasks by functional area; eliminates references to outdated publications and information systems; clarifies roles of ATOC, 618 Tanker Airlift Control Center (TACC)/Aerial Port Control Center (APCC), and importance of dialogue during mission execution; changes Additional Crew Member (ACM) travel guidelines; tasks load planning to have hazmat/cargo payload information entered in the Global Air Transportation Execution System (GATES) NLT 6 hours prior to mission departure to facilitate 618 TACC flight manager filing tasks. This volume also rescinds AMCI 24-101, Vol. 16, dated 14 May 2004, and Vol. 23, dated 01 Aug 2004, and incorporates guidance and procedures for Border Clearance and Intransit Visibility.

Section A—Overview	3
1. Air Terminal Operation Center (ATOC).	3
2. 618th Tanker Airlift Control Center	4
3. Automation in Aerial Ports.	4
4. Facilities Requirements.	4
Table 1. Class A Telephone Service.	5
Section B—Air Terminal Operations Center Work Centers	5
5. Flight Chief.	5
6. Duty Officer/Senior Controller.	7
7. Information Control.	8
8. Ramp Control.	11
9. Air Terminal Load Planning.	11
10. Capability Forecasting.	18
11. USTRANSCOM Defense Courier Division (DCD) and Couriers.	25
Section C—Miscellaneous Information	27
12. Additional Crew Member (ACM) Travel.	27
13. Space Blocks.	28

14.	Movement of Animals.	29
15.	Handling of Traffic on Aborted Flights.	29
16.	Baggage Pallet Utilization on AMC Aircraft.	30
17.	Aerial Port Engine Running On and Offload (ERO) Procedures.	30
18.	AMC TWCF (T)	32
19.	Utilization of Special Assignment Airlift Mission (SAAM) Aircraft.	34
20.	Displacing Cargo with Passengers.	34
21.	Billing non-DOD Aircraft for Aerial Port Aircraft Services.	34
Section D—Border Clearance		35
22.	Border Clearance – General.	35
Section E—Intransit Visibility		38
23.	Intransit Visibility (ITV).	38
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		42
Attachment 2—SYSTEM DESCRIPTIONS		49
Attachment 3—ATOC MISSION FOLDERS AND MISSION LOAD REPORT (MLR)		52
Attachment 4—PASSENGER DEVIATION WAIVER PROCEDURES		56
Attachment 5—DIPLOMATIC CLEARANCE PROCEDURES		59
Attachment 6—SPECIAL CARGO		62

Section A— Overview

1. Air Terminal Operation Center (ATOC). ATOC is the focal point for aerial port mission execution. It is the central point through which all information relating to airlift traffic flow and aerial port operations is received, processed, and dispatched to each functional area as well as the chain of command. Personnel assigned to ATOC will possess extensive knowledge of all directives, policies, and procedures pertaining to passenger and cargo/mail handling. ATOC controls all space allocated on each assigned airlift mission, is responsible for obtaining maximum utilization on each aircraft, and coordinates movement of special category cargo and passengers in accordance with AMCI 24-101, Vol. 11, *Air Freight Policy* and Vol. 14, *Military Airlift-Passenger Service*. ATOC has the authority to prioritize aerial port workload and provide oversight to all aerial port work centers. ATOC is the focal point of the Aerial Port Expediter (APEX) program and will coordinate with local command and control, ramp services, dispatch and maintenance controllers to establish aircraft on/offload times IAW AMCI 24-101, Vol. 7, Chapter 9. ATOC's role is to provide proactive and safe oversight and correct information to manage available resources in order for the aerial port to effectively receive, document, and handle passengers, cargo, and mail. The ATOC is normally comprised of five functions: duty officer/senior controller, information control, ramp control, load planning, and capability

forecasting. All report directly to the ATOC flight chief. At some locations, as directed by local policy, ATOCs are collocated within base or wing command posts. Within this scenario, ATOC personnel will only perform the duties and responsibilities outlined by the ATOC flight chief in local operating instructions as allowed in Paragraph 5. ATOC personnel must be capable of transitioning to a manual operation if automated systems are not available. Training requirements are detailed in AMCI 24-101, Volume 22, Training Requirements for Aerial Port Operations, paragraph 2.3.2. **NOTE:** It is not required that the load planning section be located or administratively aligned with ATOC; however, load planning manning and training are assigned functional responsibilities of the ATOC.

2. 618th Tanker Airlift Control Center (618 TACC)/Aerial Port Control Center (APCC). APCC serves as the 618 TACC Commander's direct representative, is the channel mission manager, and single point of contact for over 70 aerial ports worldwide. 618 APCC is the command authority for issuing passenger prohibitive cargo deviations and initiates management actions to ensure expeditious movement of national interest items, human remains, life-or-death and critical aircraft spares directly supporting the Department of Defense (DOD) airlift system. 618 APCC controllers have knowledge in ATOC, load planning, passenger movement, hazardous cargo, and are available 7-days a week, 24-hours a day to provide guidance to aerial port duty officers/ senior controllers. In the event an aerial port encounters a problem that would hinder mission execution, 618 APCC controllers have the expertise necessary to provide operational guidance and technical knowledge to coordinate unique/moment's notice requirements well outside the realm of a normal ATOC.

3. Automation in Aerial Ports. Automated forms and reports should be derived by using the Global Air Transportation Execution System (GATES) when possible in lieu of manual methods, unless GATES access is unavailable.

4. Facilities Requirements. The facilities and services detailed below are the minimum requirements for ATOC to meet its responsibilities. Where required facilities are not available and cannot be provided at base level, the responsible unit commander will submit a request through host base engineering channels to the major command (MAJCOM) responsible for support facilities and HQ AMC/A4TR. Thus, as a minimum, these requirements are essential to effectively manage the ATOC:

4.1. Intra-base Telephone System. A base wide key telephone system will be installed in each ATOC. Because the requirement for direct circuits varies from base to base, local management must determine what direct circuits are needed. A direct link with the following activities should always be considered: C2 agency, base operations, passenger processing, air freight, ramp services, special handling, fleet service, squadron or port operations office, records reports and analysis, security police desk, fire department, explosive ordnance disposal (EOD), aerial port or support squadron commander, representatives from US Immigration/ Customs Enforcement, Department of Agriculture, and other locally designated agencies.

4.2. Class "A" Telephone Service. Listed below are the minimum requirements for each ATOC: (Note: At least one class "A" telephone will be located on information control and load planning consoles.)

Table 1. Class A Telephone Service.

Class Terminal (See Allowance Source Code 758)	
1-5	1 class A telephone
6-15	2 class A telephones
16-20	3 class A telephones

4.3. Non-tactical Radio System Policy and Requirements. Each ATOC requires a non-tactical radio system to effectively accomplish its assigned mission.

4.3.1. Each non-tactical radio system will consist of a fixed low power (not to exceed 35 watts) transceiver, plus vehicular and portable radio(s). This system will be under control of the ATOC.

4.3.2. Radio system antennas will be installed at sites selected to provide optimum range.

4.3.3. AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*, and Allowance Source Code 660 outline procedures for management of non-tactical radio equipment, procedures for submitting requests for radio equipment, frequency requirements, and format for reporting AMC non-tactical radio equipment assets.

4.4. Standardization. The optimum working area for ATOC is based upon maximum number of personnel required to perform section functions during peak workload periods. Square feet allowed for each person required to perform duties will be in accordance to AFI 32-1024, *Standard Facility Requirements*.

4.4.1. When possible, install wall, floor, and ceiling silencing materials in the ATOC to reduce noise level to a minimum.

4.5. Status Boards. GATES should be used in lieu of status boards. In the event status boards are required, they will be uniformly constructed of glare-free materials. Information on display boards will be comprehensive and concise to the local operation. Status boards will list inbound and outbound missions, aircraft type/tail number, previous and next station, ETA/ETD, cargo/mail payload (pallet positions/pounds on mission), total number of passengers, and a remarks section, as a minimum.

Section B—Air Terminal Operations Center Work Centers

5. Flight Chief. The flight chief is directly responsible to the aerial port flight commander or port operations officer for safe daily aerial port mission execution. His/her responsibilities are to supervise and control all ATOC resources and to ensure that only highly qualified and motivated personnel are selected to perform ATOC duties. In the event an ATOC function is collocated as specified in paragraph 1 or are tasked to duties not covered in this volume, the ATOC flight chief will outline these specific duties/responsibilities by local operating instructions to assure full compliance with established directives and local procedures.

5.1. The flight chief is responsible for ensuring an adequate number of personnel are trained as Contracting Officer Representative (COR) to monitor and oversee AMC commercial contract air carrier's performance IAW AMCI 24-201, *Commercial Airlift Management--*

Civil Air Carriers. The AMC administrator is AMC/A3KA at E-mail: A34YAI.CRAF@SCOTT.AF.MIL

5.2. The flight chief is directly responsible for making sure mobility kits are assembled and maintained in all ATOCs with a mobility tasking for deployment as directed by the 618 TACC. These kits may also be used during power outages or natural disasters. Strategic aerial ports will maintain a minimum of one mobility kit, but management may obtain additional kits. These kits will contain all publications, forms, miscellaneous supplies, and equipment as identified in AMCI 24-101, Vol. 18, *Military Airlift--AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*, for ARC, mobile, and strategic units. Hard copy prints and publication may be maintained on appropriate electronic storage media or accessed from the Air Force portal if so authorized by the aerial port flight chief in accordance with Paragraph 5 above.

5.3. **AMC Form 56, Re-handled Workload.** The chief of ATOC is responsible for submission and handling of the AMC Form 56, IAW AMCI 24-101, Vol. 6, *Transportation Documentation, Data, Records, and Reports*. The AMC Form 56 is designed to provide management with an overview of the re-handled workload for the entire aerial port. The form will cover an entire operating month and is the source document for re-handled data. Credit CANNOT be taken by one section to correct mistakes by another. Non-GATES sites may use the manual AMC Form 56 in lieu of electronic version.

5.3.1. When aircraft are re-handled, information control completes AMC Form 56, as appropriate, to reflect this additional workload. Re-handled aircraft workload is defined as those aircraft re-handled due to requirement changes outside the control of the air terminal. Examples include: extended delays (delays 24 hours or greater), reroutes, load changes, or aircraft swaps resulting in the re-accomplishment of any previously completed ATOC action, excluding the information control function. Note that disseminating information to subordinate work centers, to include Estimated Time In Commission (ETIC) changes, departure time changes, and all other mission status updates is not considered re-handled work; it is part of the information control function and is inherent in working an aircraft mission. Additionally, do not count cancelled or diverted missions as re-handled aircraft because this workload is reported in a separate column on the 7107 report. Note that ATOC reports on its own re-handling actions and does not report re-handles for other aerial port functions (e.g., Passenger Service, Air Freight, etc.) ATOC will fill out the form for the following reasons:

5.3.1.1. A load plan is re-accomplished (one re-handle per re-accomplished load plan).

5.3.1.2. An ATOC representative is required to make additional trips to an aircraft to coordinate/ control subordinate work center actions during extended delays, mission reroutes, or load or aircraft swaps (one re-handle for each mission essential trip). Note that trips by the ramp controller or ATOC duty officer/NCO to check aircraft configurations, obtain required paperwork, coordinate with the aircrew, or in any other way coordinate/monitor routine aircraft loading and servicing operations, do not constitute an aircraft re-handle. **NOTE:** You must physically work aircraft, i.e., re-process, re-handle the cargo, mail, baggage, and re-transport passengers, to take credit

for any re-handled workload. See AMCI 24-101, Vol. 6 for a more detailed explanation of what qualifies as re-handled workload.

5.4. Filling out the AMC Form 56. Use the following instructions when completing AMC Form 56.

5.4.1. Authentication (Signed): Requires a review/validation and signature of the appropriate OIC/Superintendent of ATOC and Air Freight for re-handled aircraft workload.

5.4.2. Date: See below

5.4.2.1. From: Enter the day, month and year.

5.4.2.2. To: Enter the day, month, and year.

5.4.3. Page _____ of _____ pages: self-explanatory.

5.4.4. Mission number/call sign: Enter the 12-position mission number (e.g., PQC T657Y0186). Enter the call sign when used in lieu of the 12-position mission number.

5.4.5. Aircraft Type/Number: C-17/00000, B-747/00000, DC-10/00000, etc.

5.4.6. Aircraft Re-handled: This section applies only to ATOC. Air Freight disregards this entry. Enter the number of re-handled actions performed for each mission.

5.4.7. Affected Work Center: Enter the work center performing the re-handled work. ATOC completes for all ATOC work centers (i.e., load planning and ramp control) while Air Freight completes for all Air Freight work centers (e.g., cargo processing, ramp, special handling, etc.).

5.4.8. Reason for Re-handling: State reasons for task indicated. Do not omit this item. Provide rationale for all re-handle actions. Attach a continuation page if you can't provide complete rationale in the space provided.

5.5. **AMC FORM 7115, Manual Port Inventory Worksheet.** The Flight Chief is responsible to ensure all aerial port personnel are trained, proficient and prepared to revert to manual operations in the event of a natural disaster, act of terror, or inadvertent system outage. The AMC Form 7115 Report is designed to provide HQ AMC and 618 TACC leadership and action officers with accurate port inventory levels when there is a local or system-wide interruption in automated GATES information. The Chief of ATOC must be able and ready to implement manual 7115 reporting immediately upon notification from HQ AMC and/or 618 TACC that automated port inventory information is not flowing correctly. **NOTE:** See AMCI 24-101, Vol. 6 for more detailed explanation of manual AMC Form 7115 operations.

6. Duty Officer/Senior Controller. The ATOC duty officer/senior controller is directly responsible to the ATOC flight chief and will establish the duty officer/senior controller program. Personnel assigned as duty officers/senior controllers will function as the operations officer's representative and monitor/oversee aerial port operations after duty hours and anytime deemed necessary. Duty officers/senior controllers must have continuous access to a radio-equipped flight line vehicle for observation of activities. As a minimum, the ATOC duty officer/senior controller will:

- 6.1. Ensure fleet, freight, passenger service, and ATOC ramp coordinator, as appropriate, meet all arriving and departing aircraft requiring service IAW locally established sequence of events (SOE).
- 6.2. Review inbound mission load report information in pre-arrival planning to ensure the proper execution of services from aerial port sections.
- 6.3. Monitor pre-load planning, selection, and positioning of cargo loads prior to loadmaster/boom operator arrival. This is particularly important at en route stations where short ground times demand quick service.
- 6.4. Make periodic checks of cargo/passenger documentation for completeness and accuracy.
- 6.5. Ensure all available seats have been obtained and released to passenger service dispatch in time to effectively maximize utilization. This includes releasing seats previously blocked for Additional Crewmember (ACM) travelers who have not arrived by their scheduled time.
- 6.6. Ensure adequate supervision for missions requiring special attention. Air evacuation and "quick turn" missions are of prime concern; however, do not limit special supervision to this category. Monitor missions transporting Distinguished Visitors (DV) closely and provide coordination with interested agencies.
- 6.7. Stay abreast of current operations; check weather forecasts and current ramp conditions; monitor aircraft parking plans.
- 6.8. Verify loadmaster/boom operator alert times with the C2 agency and ensure crews are briefed concerning explosives, hazardous, or other special handling cargo.
- 6.9. Coordinate courier movements with Defense Courier Division and passenger service work center.
- 6.10. Coordinate commercial contract missions with COR, carrier's representatives, air freight and passenger service.
- 6.11. Coordinate transportation delays with air terminal work centers concerned and provide 618 TACC/APCC and local C2 agency with detailed information. See paragraph 7.12.
- 6.12. Monitor input of source data and on-time transmission of mission load reports, delay reports, and other related traffic reports.
- 6.13. Closely monitor aircraft maintenance status to ensure passenger holding time at aircraft is consistent with mission requirements and not excessive.
- 6.14. Review updated manpower and MHE/vehicle/equipment availability at each shift change.
- 6.15. Personally monitor aerial port handling of AMC MICAP and Human Remains shipments. (See Attachment 6 for specific responsibilities)

7. Information Control. Information control gathers, processes, and disseminates all information pertaining to air terminal operations. They ensure that each terminal work center is given the necessary information to effectively accomplish the assigned mission by working closely with the C2 agency, base operations, maintenance control, other base agencies, and

previous/downline station's ATOC. Terminal work centers will not rely on any outside agency to provide information that is within the designated responsibility of the ATOC.

7.1. Inbound Documentation. Information control ensures that documentation is distributed to respective terminal work centers and that original copies are forwarded to the records and reports section. Passenger service will collect and send terminating and through load passenger/baggage manifests to ATOC IAW AMCI 24-101, Vol. 14, *Military Airlift--Passenger Service*. If documentation is incomplete or missing, information control pulls as many copies as needed from GATES. If missing documentation is from a non-GATES station, information control contacts origin and en-route stations in an attempt to locate and recover missing documents. Enter a brief explanation in the remarks sections of AMC Form 77, *Aircraft Ground Handling Record*.

7.2. Outbound Documentation. Information control will establish close coordination with load planning in order to ensure timely preparation and receipt of outbound documentation. Information control will verify the aircraft document packet (except for passenger boarding manifests) and account for completeness of its contents prior to delivery to the aircraft. Information control will ensure the ramp coordinator delivers mission document packets to outbound aircraft when the documentation is not available at the time of crew briefing.

7.3. Mission Coordination. Information control will update each terminal work center as to:

7.3.1. Mission Load Report Information. Provide current arrival/departure data based upon inbound/outbound GATES Mission Load Report (MLR) or telephonic notification. Ensure data is sufficiently clear and complete to allow for effective ground handling preparation efforts.

7.3.2. Aircraft Maintenance Status. Information control will monitor aircraft maintenance status, parking spot, and changes in configuration to ensure current information is passed to all affected air terminal work centers.

7.4. Aircrew Notification. Information control will verify loadmaster/boom operator arrival times with the C2 agency and give tentative availability times to terminal work centers. When unique situations that alter or change requirements arise, coordinate with C2 and make changes or cancellations of established arrival times.

7.5. Aircraft Load Briefing. Information control or ramp coordinator, as authorized, will brief the aircraft commander or designated representative (e.g., loadmaster/boom operator) concerning prisoners/guards, couriers, number of pallets, load characteristics (e.g., overhang, rolling stock, etc.), total tonnage, etc. Notify the C2 agency of applicable aircraft load briefing information. The loadmaster/boom operator may receive the briefing by telephone at the one-stop facility or in person at ATOC. Once information concerning number of passengers, deportees, special category passengers, and handicapped passengers is available, ensure the ramp coordinator briefs aircraft commander or designated representative. **NOTE:** May use AMC Form 30, *APEX Mission Load Brief Cover Sheet*, to complete briefings for aircraft that are loaded using APEX criteria.

7.6. Hazardous Cargo Briefing. Information control or ramp coordinator, as authorized, will brief the aircraft commander or designated representative concerning hazardous cargo according to AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

Aircraft commander or designated representative will print their name and rank directly below their signature on the GATES brief sheet or AMC Form 302, *Cargo/Passenger Envelope and Checklist*.

7.7. C2 Agency or Base Operations Hazardous Cargo Load Notification. ATOC will provide C2 agency or base operations, as applicable, with hazardous material information for compliance with AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Refer to AFMAN 24-204(I), Attachment 21, which outlines the information the briefing agency is required to provide to aircraft commander (or designated representative).

7.8. C2 Agency Coordination. Information control will provide all necessary information to the local C2 agency to ensure completion of ground handling services prior to scheduled departure time. Coordinate payload requirements and ensure the air manifests have been completed NLT 6 hours prior to departure. C2 agencies and flight managers need load information in gross weights 6 hours prior in advance of departure time so computerized flight plans, fuel loads, and airspace clearance issues can be worked. C2 agencies can use this information to determine preferred/special parking requirements in advance of aircraft arrival.

7.9. Meal Closeout Times. Ensures meal closeout times are met and deliveries are made IAW locally established Schedule of Events (SOE).

7.10. MHE/Vehicle/Equipment Availability. At each shift change, update manpower and MHE/vehicle/equipment availability with each duty section.

7.11. Border Clearance Notification. When not already performed by the C2 agency or base operations, information control will provide initial and updated airlift information to each border clearance agency as required.

7.12. Transportation Delay Reporting. ATOCs are required to submit a brief report via telephone message for transportation (300 Series) to the appropriate C2 agency. Information required will include:

- 7.12.1. Mission number and operating date.
- 7.12.2. Aircraft type/tail number.
- 7.12.3. Deviation reporting station/deviation code assigned/severity of the deviation.
- 7.12.4. A detailed narrative of the circumstances leading to the delay.

7.13. Assigning AMC Mission Identifiers for non-AMC Missions Carrying Channel Traffic. ATOC will construct an AMC mission identifier when channel cargo/mail or passengers are placed aboard any aircraft that does not have an AMC mission identifier. ATOC will use AMC MISSION ID ENCODE/DECODE TABLE found at url: <https://www.my.af.mil/gcss-af/USAF/AFP40/Attachment/20070612/FINAL-2007%20AMC%20Mission%20ID%20Encode-Decode%20Table.pdf> to construct a mission identifier. Use this mission identifier for manifesting purposes and reporting channel traffic movement as defined in DOD 4515.13-R, *Air Transportation Eligibility*, Chapter 8.

7.14. AMC Form 56, Re-handled Workload. The AMC Form 56 will be completed by information control personnel. For instructions for filling out the Form 56, see AMCI 24-

101, Vol. 6. The “Remarks” section for re-handled aircraft must be thorough and accurate to provide as much detail and evidence as possible that the re-handled occurred and why.

8. Ramp Control. The ramp coordinator is the eyes and ears of information control and will monitor all aerial port ground handling operations to include maintaining constant communication with information control.

8.1. The inbound ramp coordinator will:

8.1.1. Meet all inbound aircraft and collect necessary traffic documentation (exception may be made for cargo or mail requiring signature service/passenger documentation).

8.1.2. Conduct a physical inventory on all arriving aircraft by pallet position, weight, destination, and pallet ID. Record this information on a locally produced worksheet or AF IMT Form 4080, *Load Sequence Breakdown Worksheet*. Ensure one copy is filed in the AMC Form 77 and one copy is given to load planning.

8.1.3. Ensure sufficient copies of registered mail/signature service manifests remain on the aircraft for special handling personnel to transfer accountability. (GATES down line stations can create their own if needed).

8.1.4. Check aircraft for passenger capability and cargo pallet configuration.

8.1.5. Obtain the operating weight/moments as well as applicable weight and balance data for computation of a firm ACL.

8.2. The outbound ramp coordinator will:

8.2.1. Ensure delivery of all final manifests to the aircraft and loading of cargo/passengers is completed to permit scheduled departure time.

8.2.2. Deliver mission document packets to outbound aircraft when such documentation is not available at the time of crew briefings.

8.2.3. Check aircraft for passenger capability and cargo pallet configuration.

8.2.4. Coordinate all ground handling activities with appropriate work centers.

8.2.5. Relay information concerning load changes through information control.

8.2.6. Divert equipment and personnel (when directed) in order to prevent mission delays.

8.2.7. When necessary, escort border clearance personnel to and from aircraft requiring such services.

9. Air Terminal Load Planning. Load planning is responsible for planning, selecting, sequencing, and monitoring each aircraft cargo/mail load. The load planning process begins with the receipt of the setup schedule information from the information control function. The load planning process is typically performed 12 hours before aircraft departure; however, it must be completed NLT 6 hours prior to aircraft departure for AMC organic aircraft and by contractual agreement times for contract carriers. Notify the 618 TACC/IFM 6 hours prior to mission departure of final load information. A load plan will be generated for any aircraft carrying cargo that is handled by the Ramp Services section. A revised load plan is not required when an aircraft is downloaded and no other changes to the load are made. If a loadmaster/boom

operator moves, shifts, or rearranges cargo on their own, the requirement for completion of a new DD Form 365-4, *Weight and Balance Clearance Form F –Transport/Tactical*, lies with the loadmaster/boom that modified the load. Aircrew loadmasters/boom operators will accept loads when properly prepared by authorized load planners. Personal preference is not an acceptable reason for refusing loads. Loads will be refused only when they exceed aircraft limitation or affect flying safety. The load planning section is responsible for the preparation and accuracy of cargo/mail manifests. **NOTE:** Aerial Delivery Service Flight loads should be load planned to ensure safety of flight issues are addressed. Aerial ports associated with Aerial Delivery will accomplish/validate load plans for AD loads, as required. **EXCEPTION:** The aircraft loadmaster/boom operator may deviate from load plans to facilitate ease of onload or offload of cargo, accommodate additional passengers, and to alleviate unnecessary aircraft reconfiguration. The aircraft loadmaster must take into consideration the next station's cargo configuration requirements and will ensure the aircraft is in proper weight and balance limits. When deviations are made, the aircraft loadmaster/boom operator will acknowledge by annotating changes and applying signature in Block V, Remarks, of the AF IMT 4080 or equivalent.

9.1. Load Planning Qualifications. Qualified personnel assigned to the load planning section must possess extensive job knowledge, be familiar with equipment/procedures utilized within the airlift system, have a 5-skill level, and meet the training requirements of AMCI 24-101, Vol. 22, *Training Requirements for Aerial Port Operations*. Load planning trainees must have their AALPS/AF Form 4080 or manual load plans countersigned by a qualified load planner. For military, document all training in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*, in the individual's training record, AF Form 1098, *Special Task Certification and Recurring Training*, and G081 or the Training Business Area (for appropriate users), as well as the supervisor's record of employee (for civilians), as appropriate.

9.2. Cargo Selection Procedures. Select cargo based upon destination, movement priority, and system entry time (SET). **EXCEPTION:** AMC MICAP, registered mail, Life or Death, Human Remains, 999, and perishable rations will be selected ahead of other cargo or mail regardless of SET. Green/Purple Sheet cargo (see attachment 6) are moved on the first available mission, but will not displace cargo already manifested on departing aircraft, unless directed by 618 TACC/APCC. Green Sheet cargo requested by a particular service will be moved ahead of that service's cargo only, without regard to SET. If Code J baggage is held in the port for 5 days due to inadequate airlift, the CSB/ACA/air freight officer, or equivalent, will upgrade the priority of the baggage from TP-2 to TP-1 IAW Section G of AMCI 24-101, Volume 11. Load planning personnel will report upgraded TP-1 Code J shipments in the daily backlog. Movement for TP-4 will be IAW AMCI 24-101, Vol. 11, *Air Freight Policy*. Cargo/mail transportation priorities and detailed Green Sheet procedures are outlined in DODR 4500.9 DTR Part II. Load planners will make every effort to maximize payload up to the constraint of the ACL for each segment of the flight. **NOTE:** Velocity Initiative (VI). 618 TACC flight managers will give HIK, TCM, SUU, CHS, DOV, and RMS their maximum ACL only for aircraft flying on active legs. Flight managers will not provide MAX ACLs for positioning/de-positioning missions.

9.2.1. Hazardous materials must have an AMC Form 1015, *HAZMAT Inspection and Acceptance Checklist* completed IAW AMCI 24-101, Vol. 11 at originating stations.

9.2.2. Hazardous materials will be consolidated to the greatest extent possible, consistent with compatibility requirements of AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*. See AFMAN 24-204(I), Chapter 2 for compatibility waivers. Request must include operational impact if incompatible items are not shipped together.

9.2.3. Hazardous materials compatibility for foreign-owned or controlled aircraft will be IAW AFMAN 16-101, *International Affairs and Security Assistance Management*. **NOTE:** Load planners should sequence loads to provide maximum utilization of the aircraft and ease of offload to expedite cargo at en-route and/or destination stations. However, ease of offload will not take precedence over safety of flight. In these cases en-route/destination stations may have to re-handle cargo based on the load commodity, size, or special handling characteristics.

9.3. **Mail Selection Procedures.** Select mail in accordance with the procedures identified above. The chief of the Air Mail Terminal (AMT), or designated representative, initiates Green Sheet actions for all registered mail, non-registered airmail letters and parcels to maintain a reasonable level of mail service to locations which are served exclusively by military aircraft. **NOTE:** Exercise judgment when selecting mail for flights to multiple destinations when available ACL will not accommodate all mail categories to all destinations. In such instances, priority should first be given to letter mail for less frequently served locations, etc.

9.4. **Load Inspection.** Load planners must physically inspect loads to ensure airworthiness and fit within the aircraft configuration it is planned for (i.e. tie-down, overhang, center of balance, markings, weight, height, cleanliness, shoring requirements, contact points, etc). When load planning cargo already aboard an aircraft, i.e. thru load cargo, a physical inspection is not necessary. However, load planners must ensure passenger prohibitive cargo is not onboard the aircraft and cargo load is configured in a manner to accommodate passengers

9.5. **AF IMT 4080, Load/Sequence Breakdown Worksheet.** The load planning section will prepare showing the placement of all cargo aboard a channel/opportune mission and in enough copies to satisfy all air terminal work centers needs. Send original copy and all associated shipment documents to information control dispatch for preparation of the MLR and AMC Form 77. Give the second copy to ramp services for load pulling and aircraft upload. The ramp supervisor will annotate this copy to reflect any discrepancies/changes and return it to ATOC after aircraft upload. Give the third copy to information control to brief the loadmaster/boom operator, and provide the loadmaster/boom operator with a working copy. ATOC must approve adjustments to the completed AF Form 4080. Use of a locally produced automated product is authorized (i.e., excel spreadsheet), but it must conform to the AF IMT 4080 version located at <http://www.e-publishing.af.mil/>.

9.5.1. When load planning the C-5 and C-17 aircraft, all aerial port load planning functions will attempt to place the load C/G for the two aircraft in question at or as close to 38% (MAC) as possible without decreasing or directly affecting current velocity initiatives. **NOTE:** AF Form 4080 is not required for loading of loose cargo up to 300 pounds and requiring less than a pallet position of space.

9.6. **Automated Air Load Planning System (AALPS).** AALPS will be used for all missions other than AMC Channel/Opportune (Military/Commercial) missions.

9.7. **Accuracy.** Load planning will ensure all information on load plans regardless of method (i.e., AALPS/AF Form 4080) is accurate, complete, and that there are enough copies to satisfy all air terminal work centers needs. Remarks such as “See Attached Brief Sheet or Manifest” are **NOT** acceptable entries on the reverse of the AF Form 4080. Load planning will attach all associated shipment documents, DD Form 1252, *US Customs Declaration for Personal Property Shipments*, DD Form 1387-2, *Special Handling Data/Certification*, AMC IMT 1033, *Shippers Declarations for Dangerous Goods*, Air Transportability Test Loading Agency (ATTLA) certification letters, etc., to the manifest and send to information control.

9.8. **Air Transportability Test Loading Agency (ATTLA).** ATTLA certification is required for items exceeding any one of the following limits:

9.8.1. Length: 20 ft

9.8.2. Height or Width: 8 ft.

9.8.3. Weight: 10,000 lbs.

9.8.4. Load concentration: 1600 lbs per linear foot.

9.8.5. Floor contact pressure: 50 psi.

9.8.6. Axle loads: 5000 lbs.

9.8.7. Wheel loads: 2500 lbs.

9.8.8. Or, any item which requires special equipment or procedures for loading. **NOTE:** The shipper will provide a copy of the certification letter to the aerial port function accepting the item for airlift. The certification letter will be included in the aircraft cargo manifest. If the certification letter is not provided the item will be refused for airlift. Any shoring required by ATTLA is the responsibility of the shipper.

9.9. **AMC Commercial Contract Airlift Load Planning Responsibilities.** The responsibility for load sequencing to include weight and balance of commercial aircraft rests entirely with the specific carrier. Consult the AMCPAM 24-2 series, *Civil Reserve Air Fleet Load Planning Guides*, for general planning guidance. Specific guidance related to the capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the carrier representative handling the mission. Contact 618 TACC if you cannot locate a carrier representative. Load planning will prepare a load plan IAW with Paragraphs 9.5 and 9.7 once the load sequence is received from a carrier representative.

9.10. **Overboard Venting of Cryogenic Liquid Storage and Transfer Tanks.** All cryogenic liquid storage and transfer tanks (unless “excepted” in AFMAN 24-204 (I)) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper’s Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, *Liquid Oxygen and Nitrogen Overboard Vent System*, C-130, C-17 and C-5 series aircraft. ATOC prearranges for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft loadmaster/boom operators are not qualified for these tasks.

9.11. **Dry Ice on Commercial Contract Aircraft.** The acceptable industry standard for dry ice on commercial cargo aircraft is 200kg (440 lbs.). Some carriers allow shipment of dry ice exceeding this quantity. If a waiver is required, contact the carrier representative before contacting 618 TACC.

9.12. **Terminal Inventory.** In order to reconcile transportation records with cargo and mail actually on hand, load planning will conduct a periodic inventory of outbound cargo or mail within the air terminal. (See AMCI 24-101, Vol. 11, for terminating cargo or mail inventory procedures). The frequency of performing an inventory will be determined by air terminal management, but no less than every other day.

9.12.1. Air terminal inventories will encompass the entire terminal, to include the frustrated cargo area. However, Special Handling is exempt from this policy and will conduct inventory according to AMCI 24-101, Vol. 11, *Section D – Special Cargo*. The inventory is not restricted to a count of cargo on hand; rather, it must also include quality control actions to include correction of TCMD data, location of cargo, physical appearance (leaks, damage, and condition of package), validity of TAB data, correct placard, etc. The inventory will also include updating the computer data base to correct minor discrepancies. Data discrepancies noted and correctable during the inventory will be corrected as soon as possible. Load planning will monitor discrepancies sent to functional areas (not corrected during the inventory) to ensure timely corrective action. Discrepancies involving missing cargo that has been previously listed will be reconciled with the records, reports, and analysis section using "can't locate" files, over or short shipment procedures, etc., according to AMCI 24-101, Vol. 11.

9.12.2. GATES outbound cargo on-hand report or equivalent will be used for terminal inventories. Ensure all information on reports is correct and all cargo is located in the correct location.

9.12.3. Load planning will maintain copies of the current outbound cargo and mail inventory to provide historical aerial port data for use by load planning and port management functions. Local management will determine retention time for this information. **NOTE:** Inventory procedures for terminating cargo/mail inventory are in AMCI 24-101, Vol.11.

9.13. **Bumped Pallet and Shipment.** A bumped pallet or shipment is any pallet or shipment of cargo/mail that is manifested, but removed from the manifest or aircraft. Manifested cargo/mail shipments will not be bumped without the ATOC's approval. Bumped cargo/mail requires:

9.13.1. Information Control function will:

9.13.1.1. Initiate a "bumped cargo/mail" worksheet and send to all affected work centers. (The load pull worksheet or locally produced cargo/mail bumped worksheet will be used) As a minimum, the worksheet will contain the following.

9.13.1.1.1. Mission/aircraft number, manifest number, pallet ID and/or TCN, date and time cargo/mail was bumped.

9.13.1.1.2. Reason for bump, i.e. warped pallet, ACL reduction, contact points inadequate, etc.

9.13.1.1.3. Present location of cargo/mail

9.13.1.1.4. Printed name/signature of person initiating bump sheet and person receipting bump sheet for the affected work centers.

9.13.1.2. Notify load planning so load can be supplemented, if required and time permits

9.13.1.3. Correct the final manifest by circling the pallet/shipment (line item) and annotate the manifest with the words "Pallet or Shipment bumped at (???,i.e. EDF)"

9.13.1.4. Recover all documentation pertaining to bumped pallet/shipment (e.g., Shippers Declaration for Dangerous Goods, DD Form 1252, TCMDs) and deliver with work sheet to appropriate work center.

9.13.1.5. Annotate the AMC Form 77, remarks section, that pallet/shipment was bumped and reason. Ensure the completed bumped cargo/mail worksheet received from load planning is filed in the AMC Form 77 no later than 2400 ZULU of the day the pallet/shipment was bumped.

9.13.2. Aircraft/Ramp Services will: Offload/deliver the pallet/shipment to appropriate work center.

9.13.3. Cargo Processing will:

9.13.3.1. Correct any discrepancies. Cargo/mail shipments bumped at enroute locations will be processed as intransit cargo. Originating locations verify with load planning that pallet/shipment has been removed from system load chalk.

9.13.3.2. Relocate cargo/mail and annotate the new location on the worksheet.

9.13.3.3. Return the worksheet to load planning.

9.13.4. Load Planning will:

9.13.4.1. Supplement load and update load plans, if required and time permits.

9.13.4.2. Ensure documentation is recovered for bumped pallet or shipments.

9.13.4.3. Ensure the pallet or shipment is processed back into the movement ready on-hand file for future load planning. At manual stations this will be done no later than 2400Z of the day the shipment is bumped.

9.13.4.4. Ensure original bumped cargo/mail worksheet is completed with signatures from affected work centers is given to the information control function for inclusion in the AMC Form 77.

9.14. **Final Manifesting.** Load planning will ensure that final manifests are prepared for all cargo and mail loaded aboard an aircraft for each offload station along the route of the aircraft in accordance with the appropriate publications and the DTR.

9.14.1. Load planning will prepare a separate GATES manifest for each of the following categories of cargo or mail for each manifest destination:

9.14.1.1. General cargo

9.14.1.2. Ordinary mail

9.14.1.3. AMC MICAP

9.14.1.4. Registered mail

9.14.1.5. Life or death

9.14.1.6. Defense Courier Division material

9.14.1.7. Signature Service shipments

9.14.1.8. Human remains.

9.14.2. In the event of automated data processing (ADP) or computer equipment failure during the manifesting process, initiate manual backup procedures to produce a manifest to accompany the aircraft load. The backup system should be capable of producing either an offline manifest or a DD Form 1385, *Cargo Manifest*. The offline manifest must contain all required MILSTAMP data and 463L pallet information for weight and balance purposes. When using a DD Form 1385 as a backup manifest, the manifest header must be completed. Only pallet header and loose cargo/mail data is required in the body of the manifest. However, a pallet content listing (i.e., AMC Form 39) for each pallet will be attached to the DD Form 1385.

9.14.3. Ballast loads are not required to be manifested unless local management desires non-TWCF documentation for local accountability.

9.14.4. Aircraft assets which are installed components or in direct support of the aircraft which is being operated are not required to be manifested nor governed by AFMAN 24-204(I) or DOD 4500.9R, DTR, since items are not entered into the Defense Transportation System as cargo. Dedicated non-billable items being moved for exclusive use by the transporting aircraft are identified in the "Remarks" section of the Global Decision Support System (GDSS) Form 59 or the "Remarks" section of the Mission Detail in GDSS-II by 618 TACC mission planners. This applies to both non-hazardous and hazardous aircraft assets being shipped as spares in the mission support kit (MSK). The MSK must be for exclusive use by the transporting aircraft. MSKs moved to support other aircraft must be prepared and manifested as cargo.

9.15. Manifest Distribution. Assign each manifest a separate manifest number. Originating stations will produce the minimum amount of copies of each final cargo or mail manifest that will meet stations need for all cargo/mail manifests. En route and destination station can produce their copies from GATES. One originating manifest will be placed in the outbound document packet. Make a copy of each AMC MICAP manifest for the terminating station so it can be handed over to the customer at the aircraft, if needed.

9.15.1. Electronic format is no longer required for non-deployment missions; however, some "non-GATES" locations still have the requirement. Load planning should verify with these stations if a disk is necessary or if an electronic file in E-mail format will suffice. **NOTE:** Appropriate electronic storage format is still required for deployments in accordance with AFI 24-238, *In-transit Visibility*, paragraph 1.12.4.

9.16. Movement of Dry-Iced Biological and Other Hazardous Materials on Aeromedical Evacuation (AE) Missions. Dry-iced biological and other hazardous cargo may be shipped on AE missions, provided pre-coordination with the Medical Crew Director (MCD) or appropriate AE Cell.

9.16.1. Movement of cargo and passengers with patients on AE missions. Please refer to AFI 11-2AE, Vol. 3, *Aeromedical Evacuation (AE) Operations Procedures*, Paragraph 20.3.3.6.1. for specific restrictions.

9.16.2. Biological specimens cannot be an infectious disease specimen.

9.16.3. The cargo must be manifested and the aircraft commander or designated representative must be briefed IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

9.16.4. AE missions are not to be delayed awaiting cargo. Additionally, the flight/medical crew should not be delayed in terminating their post mission duties to wait for personnel to accept cargo.

10. Capability Forecasting. This function provides each terminal work center with daily or monthly airlift capability forecasts. The forecasts consist of known airlift capability based upon current operations bulletins, schedules, revisions, amendments or changes and will include all available opportune airlift and requests/receipts for clearance of explosives and applicable FMS shipments (see Port-to-Port Clearance Requirements, para.10.6), and diplomatic cargo clearances. Accuracy and timeliness are paramount to facilitate equipment scheduling and workload planning. Close coordination with local activities is necessary to provide the most current and complete information available. Hence, it is imperative that capability forecasting pass all additions, deletions, and/or revisions to published forecasts to affected work centers. This section performs the following duties:

10.1. **Airlift Capability Schedules.** Forecasters extract the necessary data from appropriate C2 systems (i.e., SMS, GDSS-II, etc) or published schedules and amendments to prepare the daily mission schedule. (Passenger and Cargo Mission Schedules available at <https://campsweb.scott.af.mil/ChannelsWeb/Bulletin.asp>) This should be completed in advance of operations and distributed to terminal work centers. Forecasters monitor schedules and updates terminal work centers with new information immediately upon receipt.

10.2. **Monitoring Cargo Capability.** Receive/monitor airlift space assignments and control the port management levels by channel. This gives aerial port leadership a tool to accurately portray the ports status, identify periods of under/over generation, and when necessary, request increases or reduction in airlift capability. Stations equipped with GATES should use the system's local management reports as described in the current system user's manual to the maximum extent possible.

10.3. **Control of Opportune Airlift.** Monitor all known opportune airlift. The forecast will include in-transit or inbound mission capability which will depart that station on the operating day.

10.4. **Special Assignment Airlift/Air Mission (SAAM/SAM) Coordination.** Coordinate SAAM/SAM requirements with users, air terminal work centers, and higher headquarters. If SAAM/SAM missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFMAN 24-204(I), Chapter 3, *Tactical, Contingency, or Emergency Airlift*, the statement "AFMAN 24-204(I), Chapter 3 applies" must be included on the mission execution directive (e.g., GDSS Form 59). If the SAAM GDSS Form 59 does not contain this statement, then hazardous material requirements for channel missions pertaining to fuel levels, compatibility, packaging, etc., will be:

10.4.1. Compatible according to AFMAN 24-204(I), Table A18.1 and Table A18.2.

10.4.2. Vehicle and equipment fuel levels will not exceed limits authorized for non-tactical airlift.

10.4.3. Hand-carried hazardous materials must be packaged as required by AFMAN 24-204(I).

10.5. **Explosives Monitoring.** Coordinate inbound or outbound clearance for channel and opportune explosives shipments and monitor the terminal's explosive movement requirements and capability. (The Host base Weapons Safety office provides authorized explosives storage locations and explosives limitations for the installation). For Port-to-Port clearance see paragraph 10.6. Requests for explosives clearances will be IAW AMCI 11-208, *Tanker/Airlift Operations* and paragraphs 10.6 and 13 of this volume.

10.6. **Explosives: Port-to-Port Clearance Requirements.** The APOE will request port-to-port clearance for air shipment of explosives and applicable FMS shipments at the earliest possible date, but NLT 24 hours prior to requested missions ETD (unless a specific location requires a greater notification time). The APOD will respond to the request ASAP. An APOE will not ship explosives or applicable FMS shipments without APOD approval except when free-flow is authorized. En route stations must ensure upline and downline stations are aware of their requirements to move cleared explosives and applicable FMS shipments. This should prevent incompatible cargo from being planned and loaded by upline and downline stations.

10.6.1. Port-to-port clearance requests will include:

10.6.1.1. PSN and UN Number.

10.6.1.2. Class/Division and Compatibility Group.

10.6.1.3. Net Explosives Weight (NEW).

10.6.1.4. Commodity Code/Risk Category.

10.6.1.5. Pieces/Weight/Cube.

10.6.1.6. Requested arrival date.

10.6.1.7. Mission number.

NOTE: Class/Division 1.5 will be treated the same as Class/Division 1.1 for clearance requirements.

10.6.1.8. All FMS shipments terminating the USEUCOM Theater of operations will be port-to-port cleared. USEUCOM FMS validator will be required to ensure all end to end clearances have been met prior to requesting port-to-port airlift clearance.

10.6.2. The APOE must also consult the foreign clearance guide for any diplomatic clearance requirements. The APOE will follow procedures published in AMCI 11-208, *Tanker/Airlift Operations*, except as noted for the following locations:

10.6.2.1. **Andersen AFB, Guam.** Free-flow of Class/Division 1.4C, D, E, and S is authorized up to two 463L pallets or 1000 lbs NEW. All other explosives require 48 hours clearance. Whenever possible, in-transit explosives should be planned on

direct missions to minimize handling and storage. POC is the 734 AMS Capability Forecasting Office at DSN 366-6055/3125. E-mail: 734ams-cape@anderson.af.mil

10.6.2.2. **Aviano AB, Italy.** All Class/Divisions of explosives must be cleared at least 48 hours prior to departure from the APOE. Limited temporary storage is available on a case-by-case basis for transiting explosives. Aircraft parking is limited to 30,000 lbs NEW. POC is Capability Forecasting at DSN 314-632-7321, Fax 632-4270. E-mail: cape.forecast@aviano.af.mil

10.6.2.3. **Bahrain IAP, Bahrain.** All explosive shipments require clearance through USDAO 14 days prior to arrival. Contact ATOC at DSN 318-439-3321, E-mail atoc@bahrain.navy.mil to coordinate movement.

10.6.2.4. **Charleston AFB, SC.** All explosives require 48 hours clearance prior to arrival. Free-flow of explosives is not authorized. POC for explosive clearance during normal duty hours is 437 APS, Capability Forecasting at DSN 673-3193/3194, or E-mail 437APScape@charleston.af.mil. After-duty hours, weekends and holidays contact the aerial port duty officer at DSN 673-3246.

10.6.2.5. **Christchurch, New Zealand.** All explosive Class/Divisions destined for consignees in New Zealand can be accepted into Christchurch. Only explosive Class/Divisions 1.4, 1.5, & 1.6, can be accepted as through-load explosives on missions transiting Christchurch. No explosive Class/Divisions can be transhipped through Christchurch due to no Explosive Storage Capability. All clearance requests for terminating or through-load explosives must be coordinated a minimum of 14 days prior to arrival. Clearance requests for terminating explosives must include, in addition to normal information requirements, the Consignee's clear text name and address. POC is AMC Flight Operations at commercial 99-011-643-358-1455, FAX 99-011-643-358-1458.

10.6.2.6. **Dover AFB, DE.** All explosive require 48 hours prior to arrival. Free-flow of explosives is not authorized. POC for explosive clearance during normal duty hours is the 436th APS Explosive coordinator at DSN 445-2304. For emergency clearance after duty hours, weekends, or holidays, contact the aerial port duty officer at DSN 445-2300/2301.

10.6.2.7. **Eielson AFB, AK.** All explosive shipments must be coordinated at least 48 hours prior to departure. There is limited in-transit storage at Eielson AFB AK. POC CATO ATGHS ATOC DSN 317-377-3257, Fax 317-377-3095 or E-mail: cato.eielson@eielson.af.mil.

10.6.2.8. **Elmendorf AFB, AK.** All explosives transiting or terminating Elmendorf require a minimum of 48 hours advance notice prior to entering the Alaskan theater, to include Eielson AFB. Unlimited Free-flow of transiting 1.4 explosives is authorized. Free-flow of terminating Class/Division 1.4 up to two 463L pallets is authorized, except for Class/Division 1.4 compatibility groups B, G, and F, which require 48 hours clearance approval. Primary POC is Elmendorf Cape Forecasting, DSN 552-3569/4297/2548 or FAX 552 - 1919. Alternate POC is Elmendorf ATOC, DSN 552-2104.

10.6.2.9. **Fukuoka IAP, Japan.** Fukuoka cannot accept any level of explosives.

10.6.2.10. **Guantanamo Bay NAS, Cuba.** All Class/Divisions of explosives must be cleared at least 72 hours prior to departure from APOE. Temporary storage is on a case-by-case basis. Fax requests to: DSN 660-419 or Commercial 011-539-5399/5299.

10.6.2.11. **Hickam AFB, HI.** All explosives transiting or terminating Hickam must be coordinated at least 48 hours prior to scheduled departure. Explosive aircraft parking is limited to three spots not to exceed 25,000 lbs. NEW 1.1, 19,800 lbs. NEW 1.2.1., and 30,000 lbs. NEW 1.3. Unlimited free-flow of transiting 1.4 explosives is authorized. Free-flow of terminating Class/Division 1.4 up to 10,000 lbs. gross weight or four pallets is authorized, except for Class/Division 1.4 compatibility groups B, G, and F, which require 48 hours clearance approval. Primary POC is Hickam Cape Forecasting, DSN 449-6919 or FAX 448 – 3312. Alternate POC is Hickam ATOC, DSN 449-6981/6906. Email 735ams.capeforecasti@hickam.af.mil

10.6.2.12. **Incirlik AB, Turkey.** All explosives require 72 hours clearance prior to arrival. Import and export shipments of explosives require a Turkish Diplomatic Authorization number (TDA #). E-mail or fax TDA letter with explosive request will ease clearance process. Foreign military sales explosives are exempt from the TDA # requirement. POC is Cape Forecasting at DSN 314-676-8371. After duty hours contact ATOC at DSN 314-676-3783/6811 Fax 676-3134. E-mail: 728AMS.capeforecast@incirlik.af.mil

10.6.2.13. **Iwakuni MCAS, Japan.** Minimum of 48 hours prior notification is required for all Class/Division of explosives. Maximum single aircraft load of any Class/Division is 30,000 lbs NEW. Contact ATOC or Load Planning at DSN 315-253-5500 (ATOC) or DSN 318-253-3165 (Load Planning) for clearance. FAX number is DSN 253-4294.

10.6.2.14. **Kadena AB, Japan.** All transiting and terminating Class Division 1.1–1.4 require 48 hour coordination. All Class/Division 1.4 explosives transiting on quick turn aircraft are considered free-flow and require 24 hour prior to ETA courtesy notification. Duty hours POC between 2200Z-0730Z, is the 733 AMS Airlift Management, DSN 315-634-0007, Commercial 011-81-6117-340007, Fax DSN 315-634-1759. The after hours or emergency POC is ATOC at DSN 315-634-3535, Commercial 011-81-6117-343535. E-mail: 733airlift@kadena.af.mil

10.6.2.15. **Kimhae AB, Korea.** Kimhae is prohibited from handling any explosives.

10.6.2.16. **Kunsan AB, Korea.** Class/Division 1.3 with 100 lbs or less NEW and 1.4 limited to 1 each 463L pallet explosives must be coordinated at least 72 hours prior to scheduled departure. All other Class/Divisions and NEW must be coordinated at least 5 days prior to scheduled departure. POC is CATO-KUNSAN ATOC at DSN 782 - 4737, e-mail: ed.owens@kunsan.af.mil

10.6.2.17. **Lajes Field, Portugal.** Through-load, transship, and terminating explosives shipments must be coordinated at least 5 days prior to scheduled departure from APOE. Class/Divisions 1.1 (30 lbs NEW maximum), 1.2 (27,000 lbs NEW maximum), 1.3 (unlimited), 1.4 (unlimited) can be accepted as through-load only. Transshipment of Class/division 1.1, 1.2, 1.3 (any amount of NEW), and 1.4

(unlimited) can be accommodated from prior coordination. For terminating explosives storage space is limited to (1.3G/100 lbs NEW maximum, and (1.4S / one (1) 463L pallet and two (2) 40"x48" wooden skids maximum) respectively. POC is 729 AMS Cape Forecasting, DSN: 314-535-7009/4217, Commercial: 011-351-295-57-7009/4217. Email: 729ams.atoc@lajes.af.mil

10.6.2.18. **McGuire AFB, NJ.** All explosives require seven workdays clearance prior to arrival. There is no multi-pallet explosive storage capability. Prior clearance is required for all FMS shipments terminating the USEUCOM theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is Capability Forecasting, DSN 650-4917/0276 or Commercial: 609-754-4917/0276.

10.6.2.19. **RAF Mildenhall, United Kingdom.** All explosive Class/Divisions must be cleared 48 hours prior to scheduled departure from APOE. Any explosives shipped on a multi-pallet train should be coordinated at the earliest possible date but at least 48 hours prior. Include consignee in request for terminating explosives. Prior clearance is required for all FMS shipments terminating the USEUCOM theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. During normal duty hours contact Capability Forecasting at DSN 314-238-5519/5523, FAX 238-5521. E-mail: 727ams.troo@mildenhall.af.mil After duty hours, weekends, and holidays contact the aerial port duty officer at DSN 314-238-3188.

10.6.2.20. **Misawa AB Japan.** All explosives require minimum 24 hours clearance. Free-flow of Class/Division 1.4 is not authorized. Contact AMC CATO ATOC at DSN 315-226-2471, Fax 226-2461. E-mail: msjatoc@misawa.af.mil

10.6.2.21. **Naples, Italy.** No terminating or transiting Class/Divisions 1.1 thru 1.3 explosives. Under special circumstances, Class/Division 1.4 may be accepted with prior authorization from USDAO Rome (see Diplomatic Clearance paragraph 13). All movement must be coordinated 48 hours prior. Prior clearance is required for all FMS shipments terminating the USEUCOM Theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is Naples ATOC, DSN 314-626-5226/5424 or FAX 626-5259.

10.6.2.22. **AMC Norfolk, VA.** All 1.1, 1.2, and 1.3 explosives require seven (7) to ten (10) days clearance. POC for clearances is the weapons station duty officer at DSN 565-0800 or Commercial 757-443-0800. Requests will include proper nomenclature, class/division, PWC, NEW, and UN number. All requests require a

follow-up e-mail to: hazardouswpnsngu@airtermnorva.navy.mil and hazardousngu@airtermnorva.navy.mil All 1.4 explosives require 72 hours clearance time. POC is air terminal duty officer at DSN 565-6556 or Commercial 757-445-6556. E-mail: hazardousngu@airtermnorva.navy.mil

10.6.2.23. **Osan AB, Korea.** All explosives require 72 hours clearance. Free-flow of Class/Division 1.4 up to 1000 lbs is authorized. POC is Capability Forecasting at DSN 315-784-6593. E-mail: 731ams/cape@osan.af.mil

10.6.2.24. **Pago Pago IAP, American Samoa.** Pago Pago IAP has no explosives handling or storage capability nor is the AMC contractor explosives qualified. Aircraft carrying Class/Division 1.1 through 1.3 are not authorized. Class/Division 1.4 Explosives are not restricted but require 5 working days prior to ETA clearance notification. POC is AMC contractor, Mister David Prescott at 684-699-4262. E-mail: tpeinc@samoatelco.com.

10.6.2.25. **Ramstein AB, Germany.** All Class/Division 1.1 thru 1.3 (over 100lbs NEW) must be cleared 72 hours prior to arrival. The Free-Flow of Class/Division 1.4 or 1.3 up to 100lbs NEW is limited to terminating explosives (Germany, Luxembourg, Denmark) not to exceed 64,000lbs gross weight. Quantities exceeding this amount must be coordinated 72 hours in advance. Prior clearance is required for all FMS shipments terminating the USEUCOM Theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is Ramstein Capability Forecasting DSN 314-479-4418/4419, Fax 479-5224. Email: 723.ams.tr-ops@ramstein.af.mil.

10.6.2.26. **Spangdahlem AB, Germany.** All Classes/Divisions of explosive require clearance 72 hours prior to departure from the APOE. Prior clearance is required for all FMS shipments terminating the USEUCOM Theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is Spangdahlem Cape Forecasting DSN 314-452-8846, Monday through Friday only. E-mail: 726ams.tro@spangdahlem.af.mil. Specific local restrictions for parking ramp 6 (Hot cargo pad): Class/Division 1.1 is limited to 12,000 lbs NEW, Class 1.2 is limited to 143,000 lbs NEW, and Class/Division 1.3 is limited to 100,000 lbs NEW. Parking ramp 5: Class/Division 1.3 is limited to 10,220 lbs NEW per spot; there is no NEW restriction for Class/Division 1.4. Temporary Storage Limits: Class/Division 1.3 is limited to 100 lbs NEW; there is no NEW restriction for Class/Division 1.4.

10.6.2.27. **Alice Springs, Richmond, Australia.** Richmond can only accept Class 1.1, 1.2, 1.3, and 1.4 explosives in accordance with parking restrictions, NEW limits, and ramp parking locations listed in note below. All explosive shipments require 14 days clearance prior to arrival. E-mail clearance requests to Det. 1, 735 AMS/TR, steve.melnyczenko@scott.af.mil, or Commercial Fax: 011-61-4587-1663. Detailed

questions should be directed to RMC AMC OPS at Commercial: 011-61-4587-1655.
After hours contact cell is: 61-4-0875-2714

NOTE: Specific local restrictions for all AMC aircraft-

Class 1.1 = 49.9 kgs // Western apron with waiver only. *

Class 1.2.1 = 2000 kgs // Western apron

Class 1.2.2 = 8000 kgs // Western apron

Class 1.3 = 9000kgs // Western apron and 1000 kgs // spot 2**

Class 1.4 = 9000 kgs // Western apron and 2000kgs // spot 2/3**

*Project Air 5398 for AGM-142 NEW=1600.

**Parking Restriction: Due to lack of separation distance between spot 2 and 3, aircraft cannot occupy both spots during explosive ordnance (EO) loading operations.

10.6.2.28. **Tel Aviv, Israel.** Class/Divisions 1.1 and 1.2 require 14 days notice to arrange for onward movement. Class/Divisions 1.3 and 1.4 require 14 days notice prior to entering Israel. There is no transit explosive storage or overnight parking for aircraft loaded with explosives. POC is AMC Contractor, Commercial: From CONUS 011-972-3-975-7070/7071, From Europe 00-972-3-975-7070/7071.

10.6.2.29. **Travis AFB, CA.** All Class/Division 1.1, 1.2, 1.3, and 1.4 with compatibility groups of A, B, F, H, J, K, L, and N or any explosives that exceeds the usable dimensions of a single pallet, including multi-pallet trains require clearance. Free-flow is authorized with a 24 hour courtesy e-mail or phone call for 1.4 with compatibility groups of C, D, E, G, and S with a total NEW per aircraft of 1,000 pounds or less, and the shipment does not exceed two (2) 463L pallets. Three to five pallet positions requires a 72 hour courtesy call. Shipments exceeding five pallet positions require clearance. POC is 60 APS Cape Forecasting, DSN 837-4545/4544 Fax 837-4555. Commercial: 707-424-4545/4544. E-mail: 60apscapeforecast@amc.af.mil after duty hours POC is 60 APS duty officer at DSN 837-4551/4552 or Commercial 707-424-4551/4552.

10.6.2.30. **Yokota AB, Japan.** All transiting and terminating Class/Division 1.1 thru 1.4 require 72 hours prior notification. Explosives exceeding an IBD of (12) require 60 days advance notice and 30 days advance clearance. All clearance requests are based on parking capability and onward movement of explosives. POC is 730 AMS Capability Forecasting, DSN 315-225-7163. Commercial: 011-81-3117-55-7163. Fax 225-8472. E-mail: 730ams.capes@yokota.af.mil

10.6.2.31. **Sigonella, Italy.** All Class/Divisions of explosives must be cleared at least 12 days prior to departure from the APOE with prior authorization from USDAO Rome. Prior clearance is required for all FMS shipments terminating the USEUCOM Theater. This will be performed by APOE/APOD Ramstein Capability Forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is

10.6.3. Submit any changes to the explosives clearance requirements to HQ AMC/A4TC, amc.a4tcp@amc.ds.af.mil.

11. USTRANSCOM Defense Courier Division (DCD) and Couriers. DCD shipments can contain highly classified national security material that requires courier escort. DCD shipments can consist of loose loaded, palletized, hand-carried items, or a combination of these configurations. Courier escorts will either be dedicated (assigned to the dispatching DCD station) or designated (from aircrew or passenger manifest).

11.1. Dedicated DCD Couriers. Dedicated couriers are members of the US Armed Forces or civilian employees assigned to the USTRANSCOM/J3 DCD and can be identified by credentials issued by the DCD. Dedicated couriers at stations located on AMC installations will have flight line badges.

11.2. Designated Couriers. A designated courier is an appropriately cleared active duty member of the US Armed Forces (in the grade E5 or above) or, when authorized, a US Government civilian employee (in the grade GS-5 or above), who is selected to take custody of, safeguard, and escort a particular DCD shipment.

11.2.1. DCD personnel will designate couriers as specified in DOD 5200.33-R, Defense Courier Service Regulation. Active duty military members eligible for designation and traveling in a duty status are obligated to act as designated couriers when requested to do so. Aircraft commanders may be designated if they consent and must approve the designation of copilots. All other qualified aircrew members may be designated as couriers by authorized DCD personnel. DCD personnel will not designate aircrew members or passengers if the mission is scheduled to overnight at bases where there is no DCD or provisional courier station. The designated aircrew member is responsible for safeguarding the courier material until properly relieved by DCD representative or other competent authority acting for DCD.

11.2.2. When the originating courier station elects to designate mission couriers, a station member will ask Passenger Service for a list of eligible passengers checked in on the flight. The DCD will select eligible passenger as couriers and inform passenger service. Selected passengers will be taken to the DCD station for a briefing on duties and appropriate procedures. The DCD station will coordinate loading of these passengers with the passenger service. Space available passengers should be designated as couriers only as a last resort.

11.2.3. Designated couriers, regardless of selection, are responsible for safeguarding courier material until properly relieved by DCD representatives or other competent authority acting for DCD. Couriers will not be separated from their material during flights or at stops.

11.2.4. Designated couriers shall not be used for escort when the aircraft is scheduled to make an intermediate stop in excess of 5 hours, unless a dedicated DCD or provisional courier at the intermediate stop can meet them.

11.2.5. Designated couriers will keep small quantities of DCD material in their personal custody; large shipments require stowage in aircraft compartments. In such cases, couriers will witness material storage, loading, and/or compartment securing, and will board only when aircraft is ready for departure. Boarding procedures for DCD couriers having material in their personal custody will be IAW AMCI 24-101, Vol. 14. At destination, cargo couriers will deplane first.

11.2.6. Should an aircraft make an unscheduled en route stop at either a commercial or military airfield, DCD designated couriers will be permitted to deplane to ensure there is no removal or tampering with stowed material. Coordination with the crew and ground handlers for escort is required.

11.3. At destination stations, DCD personnel will contact ATOC or Command and Control C2 personnel to determine aircraft arrival and courier information (for example, ETA, parking spot, designated courier's names, passenger or aircrew member, size of shipment, etc).

11.4. When temporary secure storage of DCD material is required at any station other than destination station, the DCD courier or designated courier will request host base assistance for necessary security arrangements. The squadron or port operations officer will coordinate with the base commander to alert them to the fact that DCD material (assume material is TOP SECRET) may need secure storage until onward movement can be arranged.

11.5. DCD Responsibilities.

11.5.1. DCD will coordinate all channel space block movements with 618 TACC/XOG bookies. Airlift must be requested NLT 48 hours prior to the required movement date. See paragraph 13, Space Blocks.

11.5.2. DCD use of GATES. Originating and in-transit cargo will be in checked using terminal bay location 18; terminating courier cargo will be in checked utilizing terminal bay location 19.

11.5.3. DCD personnel that are permanently assigned or collocated with an aerial port are authorized access to aerial port GATES database for processing in/out bound courier cargo.

11.5.4. Ensure space blocked cargo and/or passengers are coordinated and delivered to the aerial port with sufficient time to prevent disruption of operations.

11.5.5. Prepare shipments and documentation IAW DTR, Part II.

11.5.6. Coordinate designated courier requirements with ATOC within the time parameters established by local aerial port directives.

11.5.7. For movements by dedicated couriers, ensure courier travel orders are delivered to the passenger terminal no later than 3 hours prior to flight departure. When cargo is not hand-carried, dedicated couriers will board aircraft after observing upload of cargo.

11.5.8. For movement by designated couriers, provide escort for the couriers and DCD material to the aircraft and support the couriers until the aircraft departs.

11.6. 618 TACC/XOGX (Bookies) Responsibilities.

11.6.1. Provide 24-hour assistance to process space block requests. For weekend missions, requests must be submitted NLT 1500 hrs Friday (CST).

11.6.2. Confirm validity of request, and if approved, notify the appropriate aerial port capability forecaster and DCD personnel of flight information.

11.6.3. Update GDSS Mission display remarks to reflect cargo movement information.

11.7. Aerial Port Responsibilities for DCD Shipments.

11.7.1. Ensure appropriate aerial port sections are notified of DCD space block requirements.

11.7.2. Coordinate with DCD personnel on aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, courier's names, size of shipment, etc).

11.7.3. Process and manifest DCD personnel on the selected mission IAW AMCI 24-101, Vol. 14.

11.7.4. If required, provide escort to DCD personnel to monitor cargo loading.

Section C— Miscellaneous Information

12. Additional Crew Member (ACM) Travel. An additional crew member is an individual who possesses valid flight orders or supporting message authorizing ACM status.

12.1. **ACM Policy.** Qualified MDS-specific crew members may travel aboard mobility aircraft (except 89AW and special operations missions) as ACMs to accomplish training, evaluation, or pre-/de-position in support of mobility operations. ACMs are assigned in addition to the normal aircrew complement required for a mission. Crewmembers are not authorized to travel in ACM status while in leave status.

12.2. **ACM Notification Responsibility.** ACMs must notify the C2 agency not later than 3 hours prior to aircraft block time of their intent to travel. In turn the C2 agency will notify the ATOC at least 3 hours prior to the planned block time and inform them of ACM seating requirements and if team integrity is desired. ACMs who do not notify the C2 agency at least 3 hours prior to block will be required to process through the passenger terminal for onward travel.

12.3. **ACM En Route Travel Continuation.** En route C2 agencies are normally notified of an ACM's intent to continue on the same mission in the remarks section of the previous stations C2's departure message or by air-to-ground radio communications with the aircraft commander. In the event this method fails, ACMs who intend to continue with the mission they are traveling on must ensure the crew notifies the enroute C2 agency of their intent during the 30 minute out call.

12.4. **ACM Seating and Priority.** ACMs normally travel in the crew compartment. If the number of ACMs desiring travel exceeds the capacity of the crew compartment, the C2 agency will notify the ATOC, who in turn will coordinate with the passenger terminal so seats not previously assigned to duty or emergency leave passengers may be used for ACMs. Duty passengers, once manifested, will not be displaced by ACM travelers. ACMs have priority over space available passengers. They will not bump planned cargo on AMC missions, unless approved by 618 TACC/XOG. Both originating and through load space available passengers may be displaced by ACM travelers provided the C2 agency is notified not later than 3 hours prior to departure. Once ATOC determines final passenger loads and seat assignments are made, passengers will not be moved from their assigned seats by ACMs. ACMs will report to the aircraft in sufficient time to clear customs and load baggage, but NLT 1.5 hours prior to takeoff. If the ACM fails to show by the prescribed time, the seats

will be released to the ATOC. **Flight examiners have priority over and will not be displaced by any other ACMs. The priority of travel for flight examiners is MAJCOM, NAF, wing or group, then squadron, per AMCI 11-208.**

13. Space Blocks. The intent of space blocking is to allocate space for traffic that requires movement on a unique, nonrecurring basis. This should not be interpreted to allow users to consistently circumvent established transportation priorities and gain unwarranted movement precedence over other shipping activities. Advise shipping activities requesting space block approval on a routine basis over a specific channel that this constitutes a potential abuse of this privilege and will not be approved.

13.1. **618TACC/XOG Responsibility.** Confirm validity of the request and, if approved, notify the appropriate aerial port capability forecaster and customer of flight information. Annotate space block information on the GDSS Form 59/GDSS Mission Detail for the selected mission. On commercial cargo missions, 618 TACC/XOG will only space block DCD material, monetary shipments, authorized couriers, and Military Working Dogs (MWDs) with handlers. 618 TACC/APCC may be contacted for short notice (inside 24hrs) requests. Send confirmation or cancellations of space blocks by message, fax, e-mail, or teleconference to all stations concerned.

13.2. Stations will receive confirmation of space blocks from the 618 TACC booking activity via telephone, fax, GDSS2, or e-mail and will ensure necessary coordination to provide the space as directed.

13.3. **Cargo and Mail Space Block Information.** Space block requests for cargo and mail that are submitted to 618 TACC for cargo or dual-configured missions will include the following information:

13.3.1. Transportation control number.

13.3.2. Pieces, weight, and cube.

13.3.3. Item nomenclature.

13.3.4. Mission number is necessary.

13.3.5. Origin and destination stations.

13.3.6. Justification for space block and other pertinent information (outsized cargo, etc).

13.4. **Passenger Space Blocks.** Space block requests for passengers that are submitted to the appropriate 618 TACC booking agency (618 TACC/XOGE, XOGW or XOGC) for cargo missions will include the following information:

13.4.1. Number of passengers.

13.4.2. For all missions include name, rank, and last four of SSN.

13.4.3. Mission number, if necessary

13.4.4. Origin and destination stations

13.4.5. Justification for space block and other pertinent information. **NOTE:** 618 TACC/XOG will not space block passengers on dual-configured aircraft as TMO is responsible for booking passengers on these missions to prevent overbooking

13.5. Military Working Dogs (MWD) and Handlers

13.5.1. MWDs will be moved on military aircraft, commercially-contracted cargo aircraft, and Patriot Express missions. Patriot Express missions will be on a case-by-case basis to avoid displacement of limited pet spaces.

13.5.2. Shippers must contact the appropriate Capability Forecasting office to coordinate movement.

13.5.3. Capability Forecasting will determine a suitable mission and request Space Blocking of MWD and Handlers with TACC/XOG Cargo Managers (Bookies).

13.5.4. Requests for commercially-contracted cargo and Patriot Express missions must be accomplished a minimum of 2 working days prior to movement for approval.

13.5.5. The following must be included in all requests:

13.5.5.1. Name, Rank, and SSN of handler (full SSN if traveling on Patriot Express, last four for other missions)

13.5.5.2. Branch of Service.

NOTE: In addition, commercial “passenger” missions require DOB and place of birth of handler.

13.5.5.3. TCN and type of dog (Explosive, Drug, Search and Rescue, etc). Identify any HAZMAT accompanying the shipment.

13.5.5.4. Total Weight (dog, kennel, food, bags).

13.5.5.5. Include a separate entry on Patriot Express missions for dog and kennel only (must not exceed the number of pets or ACL listed in GATES).

13.5.5.6. Mission number, departure date/time, APOE-APOD.

13.5.5.7. 24-hour POC name and number (DSN and commercial)

14. Movement of Animals.

14.1. For transportation of household pets (cats and dogs) see DTR Part 1, Chapter 103, Section J, Paragraph 9.

14.2. For any other type of animal (birds, fish, mammals, reptiles, etc.) movement (for official purposes, non-PCS), see DOD 4515.13R.

15. Handling of Traffic on Aborted Flights.

15.1. Station of Origin.

15.1.1. At nonmechanized stations, if manifest header data has been sent to the data processing center (DPC) send a message notifying them of the change in aircraft number and departure date so a new header card may be prepared.

15.1.2. When a flight returns to point of origin and substitute aircraft is not available to move the traffic, return the traffic to the terminal and reenter it in the on-hand level for movement on other flights. Mark manifests as "void" and notify the appropriate DPC so detail information contained on the manifests will not be processed.

15.2. En Route Stops.

15.2.1. When an aircraft aborts or diverts at an en route stop and traffic will continue on the same aircraft at a later date, no change in documentation is required.

15.2.2. In cases where traffic is offloaded from an aborted/diverted aircraft and the load is selected to move on a different aircraft, process through manifests as terminating manifests. Make new manifests for shipments sent on and identify such traffic as intransit traffic on the detail record.

15.2.3. Once offloaded, cargo and mail for an APOD other than the manifested destination should be entered into the backlog as intransit traffic for subsequent shipment to the APOD. If the mission's destination is changed to the APOD of the traffic, it is permissible to leave the traffic on the aircraft and re-manifest it to destination as intransit traffic. If there is time, prepare a new manifest using the inbound manifest as source data and follow normal distribution procedures. If there is insufficient time to re-manifest the traffic prior to ETD of the aircraft, it is acceptable to pencil change the manifest header data and prepare a new manifest after aircraft departure. In such cases, normal distribution of the manifest will be made to include providing copies to the manifest destination. Shipments in this category are exempt from AMCI 24-101, Vol. 11, provisions which require re-weighing and re-accomplishment of DD Form 2775, *Pallet Identifier*.

16. Baggage Pallet Utilization on AMC Aircraft. When 20 or more passengers/troops are to be loaded on an AMC aircraft, a pallet position will be left open to accommodate the palletized baggage. If there is no space for a baggage pallet, the ATOC duty officer/senior controller in coordination with aircraft loadmaster/boom operator may approve floor loading of the baggage. **NOTE:** The KC-10 requires a baggage pallet/position when there are 10 or more passengers. Reference AFI 11-2KC-10, Vol. 3, *KC-10 Operations Procedures*, and T.O. 1C-10(K)A-9.

17. Aerial Port Engine Running On and Offload (ERO) Procedures. EROs will be used to expedite the flow of aircraft when ground time warrants a departure from normal operation. EROs are primarily useful in combat, contingency, or training operations and can be used to increase velocity when required.

17.1. **ATOC Authority.** ATOC is the coordinating and approving authority for aerial port ERO support. EROs will not be used for convenience and will not be requested unless they will enhance velocity, training, and mission effectiveness. When aerial port or maintenance mission requirements indicate an ERO, ATOC can request an ERO through Command Post, who in turn, will coordinate with the air crew.

17.2. **Applicable Aircraft.** ERO operations will be performed only on US Air Force active and reserve component C-130, C-5, C-17, and C-21 aircraft. Safe EROs on C-21 aircraft only require crew coordination and adherence to applicable regulations AFI 11-2C-XXX-V3, (aircraft type) *Operations Procedures* and the Operational Risk Principles listed in paragraph 17.4.

17.3. Types of ERO Requests.

17.3.1. **Short Notice ERO Request.** This is a request from an aircrew and it is not normally approved. This request must be coordinated between the aircrew, ATOC,

Maintenance, local Command Post, and when necessary, 618 TACC. For arriving aircraft, the aircrew, port, or maintenance should request ERO support NLT 30 minutes prior to ETA. For departing aircraft, requests will be made at crew show time. This will allow Operational Risk Management (ORM) assessments (see paragraph 17.4), work center coordination, essential work load adjustments, passenger preparations, and ERO safety briefings.

17.3.2. Non-running to Running ERO Request. This is a request to start engines during aircraft on-loading. This request should only be considered for C-17 aircraft under normal strategic airlift conditions. The use of this ERO reduces aircraft pre-flight preparation time and accommodates any last minute loading or maintenance situations. Aircraft commanders are responsible for contacting the Command Post to request an ERO. The Command Post will notify ATOC and the duty officer/senior controller will determine if there is an ERO qualified load team available. The aircraft commander will not start engines until ATOC approves the ERO. If the ATOC approves the ERO, the mission loadmaster will conduct a safety briefing prior to starting the ERO operations, as he/she is responsible for the overall safety and supervision of the load crew. ATOC will also contact Passenger Service to advise them about passenger loading.

17.3.3. Planned ERO Based on Mission Directive, Operation Order (OPORD), or JA/ATT. This is the preferred ERO method for aerial port support. ATOC capability forecasting SAAM coordinator will track these requests and facilitate aerial port actions in accordance with this paragraph.

17.4. Operational Risk Management (ORM). The ATOC will ensure use of the six-step ORM process to determine if ERO support will be provided based on a local risk assessment. Each ERO request will require a separate assessment to include but not limited to:

- 17.4.1. Identifying the hazard.
- 17.4.2. Assessing the risks.
- 17.4.3. Analyzing risk control measures.
- 17.4.4. Making control decisions.
- 17.4.5. Implementing risk control measures.
- 17.4.6. Assessing and considering:
 - 17.4.6.1. Mission visibility.
 - 17.4.6.2. Availability of qualified personnel.
 - 17.4.6.3. Aircraft load characteristics.
 - 17.4.6.4. Overall operational mission impact on other arrivals and departures.

17.5. Use of Checklists. Use of the applicable ERO checklist is mandatory for all EROs performed on C-5, C-17, and C-130 aircraft. These checklists are found at url: www.e-publishing.af.mil

17.6. Passenger Operations. Passenger service agents will brief passengers about the ERO prior to boarding, IAW AMCI 24-101, Vol. 14, *Military Airlift Passenger Service*.

17.7. Explosive Operations. Aircraft with Class/Division 1.1 through 1.3, 1.5 and 1.6 will only be provided ERO support if authorized by an operations order (OPORD). ATOC will verify this through local Command Post or 618 TACC/APCC. Aircraft with Class/Division 1.4 can be ERO'd without an OPORD. **NOTE:** Any ERO of explosives requires a thorough Operational Risk Management consideration.

17.8. Training and Certification Requirements. Aerial port commanders will take the necessary actions to ensure personnel are trained and available to support EROs when training and velocity can be achieved. Personnel assigned to ERO duties must be task certified using the Qualification Training Program (QTP) IAW AMCI 24-101, Vol. 20, *Air Transportation Standardization/Evaluation (ATSEV) Program*, and applicable requirements in Vol. 22, *Training Requirements for Aerial Port Operations*.

18. AMC TWCF (Transportation Working Capital Fund), Non-TWCF, Category B, and Air Reserve Component (ARC) Aircraft

18.1. Utilization of AMC TWCF Airlift Missions. Passenger, cargo, and dual configured missions; including dual-configured unused space aboard SAAM missions between CONUS and overseas and within overseas area:

18.1.1. Only traffic eligible for transportation under the provisions of DOD 4515.13-R may move on AMC aircraft between the CONUS and overseas areas and between and within overseas areas.

18.1.2. Some traffic (cargo or mail and passengers) may move over more than one published channel to arrive at the final destination for the consignee, thus necessitating trans-shipment of one or more AMC stations. All documentation for traffic of this nature must reflect the final destination AMC terminal identifier code (point where traffic departs AMC system for movement via other modes) as the APOD. The originating terminal (point where traffic entered AMC system) will reflect its terminal identifier code as the APOE. Should a change in traffic status require modification of these elements, return all documentation to the appropriate service representative for re-accomplishment. **NOTE:** The manifest station, APOE, and APOD are the key elements in the TWCF billing process. When the manifest station is the same as the APOE, TWCF will bill the customer to the APOD identified from the DD Form 1384. Any changes made to the origin APOE can result in either duplicate or no billing of customers. At the first point of entry in the AMC airlift system, the APOE must coincide with the manifest station for billing to occur. When the manifest station is not the same as the APOE, this traffic is determined to be intransit and no billing will occur.

18.2. Utilization of Theater (Non-TWCF) Aircraft for Movement of Non-TWCF Traffic within Overseas Areas. Cargo and mail authorized by DOD 4515.13-R may be moved within overseas areas on theater aircraft (e.g., command training missions) in a non-reimbursable status provided:

18.2.1. When DOD cargo and passengers are processed (manifested, load planned, etc) and loaded by AMC aerial ports, GATES will be utilized. In all cases, the user must have a valid TCN, Transportation Account Code (TAC) for cargo and a valid Customer Identification Code (CIC) for passengers.

18.2.2. This does not preclude host wing processing and loading cargo/passengers on non-AMC aircraft with their own resources. AMC aerial ports may assist with equipment support (k-loaders, forklifts, etc) provided support does not interfere with AMC missions, where the host wing lacks equipment capability to load their own aircrafts.

18.3. Utilization of Commercial Contract Aircraft.

18.3.1. Passenger and Dual-Configured (passenger and cargo) Aircraft. Any passenger traffic authorized by DOD 4515.13-R may travel on the aircraft. Hazardous cargo must be packaged to meet Quantity Limitations according to AFMAN 24-204(I) or 49 CFR or ICAO or IATA for passenger movement.

18.3.2. Commercial Cargo Aircraft.

18.3.2.1. Cargo and mail authorized movement by DOD 4515.13-R will be in accordance with DTR 4500.9-R, DTR. All hazardous material will be in compliance with either: AFMAN 24-204(I) (under DOT-E -7573) and the appropriate competent authority approvals (CAA) or DOT exemptions, or 49 CFR or ICAO or IATA.

18.3.2.2. Do not move passengers on cargo-configured aircraft except as indicated:

18.3.2.2.1. Escorts for human remains.

18.3.2.2.2. Any individual specifically identified in official travel order as a courier, guard, or escort for cargo or courier material.

18.3.2.2.3. Contract Administrators (CA) and Contracting Officer Representative (COR) in performance of duties outlined in AMCI 24-201.

18.3.2.2.4. The number of passengers is normally limited to two. However, there are provisions in the standard category B contract that allows for installation of a third seat if there is sufficient space, and the contractor is notified of the requirement 24 hours prior to scheduled departure.

18.4. Utilization of ARC Aircraft Operating with an AMC Mission Identifier. Cargo and mail authorized by DOD 4515.13-R may be moved on these aircraft between the CONUS and overseas areas and between and within overseas areas on dual-configured and cargo configured aircraft.

18.5. Utilization of ARC Aircraft Operating with an ARC Mission Identifier. Reference AMCI 11-208, for specific guidance, this includes training missions.

18.6. Utilization of AMC Aircraft for Movement of Opportune Traffic.

18.6.1. As outlined in DOD 4515.13-R, aircraft in a positioning, repositioning, or training status may be employed in the movement of DOD cargo on an opportune basis. Opportune airlift is any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission and the portion of airlift capability available for use after planned mission requirements have been met. Cargo space is available as a by-product of the primary military airlift mission responsibilities. **NOTE:** An aircraft positioning/repositioning to/from a channel mission can be considered opportune airlift, caution must be taken to ensure opportune cargo does not interfere/delay the scheduled departure of channel mission.

19. Utilization of Special Assignment Airlift Mission (SAAM) Aircraft. Use of unused space aboard SAAM aircraft for movement of eligible traffic in accordance with DOD 4515.13-R is authorized provided user requirements have been met and there are no security or training requirements that would preclude the movement of eligible traffic. The senior AMC representative, air terminal manager or aircraft commander (when no AMC representative is available) in conjunction with the troop commander will make the determination to move eligible traffic.

20. Displacing Cargo with Passengers. Space available passenger movement will not be considered until provisions have been made for the movement of all revenue cargo, mail or passengers.

21. Billing non-DOD Aircraft for Aerial Port Aircraft Services.

21.1. As outlined in AMCI 65-602, *Transportation Working Capital Fund (TWCF) Budget Guidance and Procedures*, aerial ports will track airlift services provided to other than TWCF-controlled aircraft.

21.1.1. Foreign Governmental Aircraft (AFI 10-1801).

21.1.1.1. Routine airfield services will be provided on a non-reimbursable basis.

21.1.1.2. Other airfield services may be provided on a routine basis as determined by the installation commander. These may include, use of cargo loading support equipment and associated manpower. Billing specified in paragraph 21.2 is not required. Tonnage handled and passengers processed will be reflected on the 7107, Monthly Station Traffic Handling Report.

21.1.1.3. If the installation commander elects to bill for services, the APS/LRS will identify costs incurred to the local finance office using the "Reimbursement for Non-DOD Aircraft" document found on the A4T website: <https://www.my.af.mil/gcssaf/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/tols/hello.html>. Tonnage handled and passengers processed will be reflected on the 7107, Monthly Station Traffic Handling Report.

21.1.1.4. All consumable supplies (e.g., lavatory antifreeze) provided by the APS/LRS must be billed by reporting actual replacement costs on document referenced in para 4. Any reimbursable services (e.g., cargo preparation, pallet build up/breakdown, storage or other operations that would not meet definition of cross-docking) provided must also be billed.

21.1.2. **Non-DOD Aircraft.** For other than foreign governmental aircraft identified in paragraph 21.1.1., follow procedures identified in paragraph 21.2 through 21.4.

21.2. Preparing and Submitting the Aerial Port Billing Document. Aerial ports will then submit a memorandum through their local finance office to the Defense Finance Accounting Service (DFAS) IAW AMCI 65-602, paragraph 3.2, to initiate carrier billing. This memorandum will be submitted as soon as possible after completion of ground services and/or supply support but not later than three duty days. The memorandum will detail all handling of inbound and outbound segments of the mission. The aerial port will provide a copy to the carrier's representative or crew in the event there is no representative, and retain a file copy for two years.

21.3. **A4TC Web Page Memorandum Template.** A self-explanatory template with three attachments for this memorandum is available for download on the A4TC web page at URL: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/tools/hello.html>

21.4. **Cash/Check Payment for Services.** In the event cash or check payment is made or necessary for services, the aerial port will complete a DD Form 1131, *Cash Collection Voucher*, that will be submitted to the local Finance Service Office by the squadron Resource Manager on the next business day. **NOTE:** A format for this form is available on the A4TC web page at URL: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/tools/hello.html>

Section D— Border Clearance

22. Border Clearance – General.

22.1. Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). Passenger, crewmembers, and their personal property; equipment, cargo, mail, and all other items (including the aircraft) transported across political boundaries on AMC aircraft must comply with the laws and regulations of the country involved. The DOD Foreign Clearance Guide prescribes requirements of foreign governments for personal identification documents, customs, health, and diplomatic clearance of aircraft and cargo. (See Attachment 5 for diplomatic clearance procedures.) This section does not apply to US Air Force Reserve (AFRC) units.

22.2. **Border Clearance Agencies.** Requirements for United States border clearance are prescribed in the laws and regulations of the following agencies:

22.2.1. Customs Bureau. Performs inspection and clearance of all personal baggage and cargo imported to or exported from the United States, including receipt of necessary documentation from carriers and passengers; receipt of necessary export declarations from carriers for submission to the Foreign Trade Division, Bureau of Census and Department of Commerce; control of the importation of wild animals, wild birds, plumage and eggs, in compliance with the laws of the Fish and Wildlife Service, Department of the Interior; and, control of the importation of foods and drugs in compliance with laws of the Food and Drug Administration.

22.2.2. Immigration and Naturalization Service. Performs clearance of all aliens and US citizens into and out of the US in compliance with laws of the Departments of Justice and the Department of State, to include examination and receipt of necessary documentation from carriers and passengers.

22.2.3. Department of Agriculture. Control of the importation of plants, plant products, fresh fruits, vegetables, domestic animals, animal products, poultry, hay, straw, and similar materials. They will receive all necessary documentation from carriers, passengers, and crew.

22.2.4. Public Health Service. Ensures all crewmembers and passengers traveling on AMC aircraft to or from a foreign area comply with directives relative to immunization requirements, quarantine procedures, and fumigation of aircraft.

22.2.5. To ensure compliance with these laws and regulations, all AMC aircraft entering or departing the United States to or from a foreign area must clear through an aerial port of embarkation (APOE), aerial port of debarkation (APOD) or a customs port of entry where border clearance can be obtained. Border clearance inspectors are available or on call at all AMC APOEs.

22.3. **References.** The following directives implement laws and regulations pertaining to border clearance requirements. Refer to these directives for specific and regional requirements:

22.3.1. Defense Transportation Regulation 4500.9R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*.

22.3.2. DOD 4500.54-G, *DOD Foreign Clearance Guide*.

22.3.3. AFJI 24-231, *Operational Policies and Procedures-Non-temporary Storage Household Good Accounts*.

22.3.4. AFJI 48-104, *Quarantine Regulations of the Armed Forces*.

22.4. **Supply of Forms.** The port operations officer, senior AMC representative, or equivalent will be responsible for maintaining a 3-month supply of necessary border clearance forms for passengers and cargo (United States and foreign) for those destinations or channels serviced by their station. Maintain these forms so as to be readily available for military and contract flights. The quality assurance personnel will ensure commercial carriers provide a sufficient number of border clearance forms on each aircraft to meet appropriate agency requirements. (See applicable border clearance directive from paragraph 22.3 above for forms requirements). Minimal form requirements include:

22.4.1. I-94 W, *Nonimmigrant Visa Waiver Arrival/Departure Form*.

22.4.2. CF-3171, *Application Permit, Special License Unlading-Lading-Overtime Services*.

22.4.3. CF-3461, *Entry/Immediate Delivery*, in lieu of CF 7501, *Entry Summary*, to be furnished within 30 days.

22.4.4. CF-6059B, *Customs Declaration*.

22.4.5. CF-7501, *Entry Summary*.

22.4.6. CF-7507, *General Declaration*.

22.4.7. CF-7512, *Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit*.

22.4.8. DC Form 7525V, *Shipper's Export Declaration*.

22.4.9. DC Form 1252/1252-1, *US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I and Part II*.

22.4.10. DD Form 1854, *US Customs Accompanied Baggage Declaration*.

22.5. **Inspection Overtime.** When it is necessary to request overtime services of Customs, Immigrations, Department of Agriculture, and Public Health Service inspectors, take the following action:

22.5.1. File (in advance when possible) requests with the Customs inspector for overtime service on Customs Form (CF) 3853, *Request for Overtime Services of Customs Officers and Employees*. This form may also be used to confirm an oral request. All requests must have financial approval and reservation of funds as soon as possible after ordering. Port personnel will maintain records to certify Standard Form 1080, *Voucher for Transfers between Appropriations and/or Funds*, as a receipt of overtime services. As a minimum, records will consist of whether or not missions serviced were out of the Transportation Working Capital Fund, the inspector's name and overtime hours worked; and an audit of overtime worked vice aircraft arrival or departure log.

22.5.2. Prior to certification of receipt of services for payment, review the file to ensure all items are correct.

22.6. Commanders of Regular and Limited Airport of Entry (AOE). Commanders of AOE's and air bases that are customs ports of entry will:

22.6.1. Establish local procedures to ensure all entry and departure requirements for aircraft, crewmembers, passengers, baggage and cargo are met per DODR 4500.9-R, Vol. V and the DOD FCG.

22.6.2. Designate an appropriate functional element or official to furnish timely advance notice of aircraft arrivals and departures to the Federal Inspection Service (FIS) and maintain an active liaison with local FIS officials.

22.6.3. Ensure quarantine is imposed in compliance with AFJI 48-104 when an epidemic of communicable disease creates a hazard through the spread of disease within the area of command as a result of aircraft movement. Quarantine will be affected whether outbreak occurs among military or civilian personnel.

22.6.4. Institute procedures to ensure crewmembers and passengers meet the following requirements before departing the point of origin:

22.6.4.1. Valid passports and visas when required by the DOD FCG.

22.6.4.2. Current immunization and vaccination documentation in compliance with the DOD FCG and AFJI 48-110, *Immunizations and Chemoprophylaxis*

22.6.4.3. A briefing on action to safeguard classified material in an emergency as defined in DOD 5200.1, *DOD Information Security Program* and AFI 31-401, *Information Security Program Management*.

22.6.5. Quarterly meetings are recommended between US Customs Service Port Directors and the Commanders of the Airports of Entry.

22.6.6. Facilitate inspection and clearance of aircraft, crewmembers, passengers, baggage and cargo by border clearance officials.

22.6.7. Commanders must provide adequate office and inspection facilities for border clearance activities.

22.6.8. Coordinate with border clearance agencies to provide briefings on border clearance requirements for crewmembers and other personnel traveling on DOD owned/controlled aircraft.

22.7. Senior AMC Representative at Last Port Prior to Entry. The senior AMC representative at the last port prior to entry into the Customs Territory of the United States (CTUS) will:

22.7.1. Notify the destination base commander of aircraft requiring border clearance.

22.7.2. Ensure all border clearance forms have been prepared and are in the possession of the aircraft commander before departure.

22.7.3. Ensure passengers and crewmembers have in their personal possession passport, visas, and immunization and vaccination documentation as required by the *DOD FCG*.

22.7.4. Ensure passengers and crew members are briefed regarding the following:

22.7.4.1. Action to take to safeguard classified material in an emergency as defined by DOD 5200.1 and AFI 31-401.

22.7.4.2. Customs, immigration and quarantine laws covering entry of persons, baggage, plants and animals into the CTUS in compliance with AFJI 48-104. Additionally, prior to boarding, passengers will be made aware of restricted and prohibited articles.

22.7.5. Ensure DD Form 1252s are available for all HHG shipments

22.8. Aircraft Commander. The aircraft commander is responsible for ensuring aircraft and passengers are either pre-cleared or transit a regular AOE for full federal inspection services en route to the final destination. If the aircraft lands for emergency or temporary reasons, the aircraft commander will ensure no cargo, baggage, personal property or equipment is removed from the aircraft, and no passenger or crewmember will depart the landing place unless removal or departure is necessary for safety or preservation of life and property. The aircraft commander must provide border clearance documentation and manifests to border clearance personnel upon arrival.

22.9. Inspections. Actual inspections will follow guidelines established in DTR 4500.9R, Part V, DOD customs and border clearance policies and procedures and AFI 24-401 through AFI 24-404.

Section E—Intransit Visibility

23. Intransit Visibility (ITV). ITV is the ability to track the identity, status, and location of DOD unit and non-unit cargo, passengers, patients, forces, military and commercial airlift, sealift, surface assets, and personal property from origin to consignee or destination during peace, contingencies and war.

23.1. This section provides ITV policy guidance to AMC Aerial Port Squadrons, AMC deployed units, Air Mobility Squadrons Navy Operated AMC Air Terminals or equivalents and supplements DOD guidance found in Joint Publication 4-01, *Joint Doctrine for the Defense Transportation System*, DOD 4500.9R, *Defense Transportation Regulation (DTR)* and AFI 24-238, *In-Transit Visibility*.

23.2. The Global Transportation Network (GTN) is the DOD's single designated source for in-transit shipment information that supports the family of transportation users and providers – both DOD and commercial. GTN collects and integrates transportation information from

selected transportation systems and gives its customers located anywhere in the world, a seamless near-real-time capability to access and employ transportation and deployment information: <https://www.gtn.transcom.mil>.

23.3. The Global Air Transportation and Execution System (GATES) is the GTN ITV feeder system used by AMC aerial ports and deployed forces to process, manifest, and track passengers and cargo; support resource management and provide command and control support information. Specific requirements and information for use of GATES is found at: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/hello.html>

23.3.1. HQ AMC/A4T is the proponent for GATES and common-user aerial port ITV business processes.

23.3.1.1. HQ AMC/A4TC (Cargo and Traffic Management) establishes policy for use of GATES at AMC aerial ports and deployed locations.

23.3.1.2. HQ AMC/A4TI (Transportation Systems and Data Management) serves as the command ITV functional manager.

23.3.1.2.1. Deploys and maintains GATES (including RGATES and DGATES) sites as outlined in USTRANSCOM and HQ AMC AIT integration and implementation plans.

23.3.1.2.2. Incorporates a smart card (common access card – CAC) capability in GATES for the timely and accurate capture of air passenger accountability and manifest documentation for force tracking.

23.3.1.2.3. Maintains existing ITV capabilities at fixed aerial ports.

23.3.1.2.4. Oversees HQ AMC ITV Cell operations.

23.3.1.2.5. Develops and maintains command ITV instructions and concept of operations (CONOPS).

23.4. Use of GATES by AMC aerial ports.

23.4.1. Ensure personnel are trained to ensure successful ITV data capture.

23.4.2. APOEs will in-check cargo after all inspections have been completed. Refer to AMCI 24-101, Volume 11 for procedures for handling frustrated cargo.

23.4.3. APODs will receipt for cargo. Transfer cargo to the AMC Transportation Management Flight, prepare documentation/manifests for onward movement as required by mode as specified in DTR, Part II, IAW AMCI 24-101, Vol. 11. When transportation management support is provided by a non-AMC agency, transfer cargo IAW locally established procedures.

23.4.4. Monitor mission schedules to determine workload management.

23.4.5. Provide movement information and verification as requested by 618 TACC/XONF or HQ AMC ITV Cell.

23.4.6. Ensure personnel are properly trained to support ITV deployment taskings.

23.5. ATOC Requirements.

23.5.1. Capability Forecasters and/or Information Controllers will ensure that GATES mission data matches GDSS-II data.

23.5.2. Information Controllers will depart any GATES created missions that are not in GDSS NLT 30 minutes after actual time of mission departure.

23.5.3. Information Controllers will query GTN to ensure ITV timeliness criteria IAW DoD 4500.9-R (DTR Part 1, II, and III). Timeliness is measured from lift (mission departure) to availability of data in GTN. Movement data must be available in GTN as follows: Two hours for all intra-theater and CONUS air movements, one hour for all sustainment airlift and unit/non-unit strategic air movements.

23.5.4. If movement data is not drillable in GTN IAW prescribed timeliness criteria, Information Controllers will contact the AMC Communications Help Desk at Scott AFB, IL at DSN 576-4949. If the help desk is unable to resolve the problem contact the HQ AMC ITV Cell at DSN 779-7652 or 618-229-7652 or the GTN Help Desk at (800) 486-7001 or (618) 256-6836.

23.5.5. Information Controllers will have GTN and GDSS-II accounts and passwords to verify and support ITV data.

23.6. 618 TACC Requirements.

23.6.1. 618 TACC/XOPM responsibilities.

23.6.1.1. The tasking agency for aerial port Unit Type Codes (UTC) will determine the adequate type and number of UTCs required to support ITV for a specific operation. An ITV team will be tasked if any aerial port support (e.g., JI or load team) is tasked. **NOTE:** ITV teams are not tasked for JA/ATT or SAAM missions.

23.6.1.2. Identifies a location with an E-mail ITV requirement to the HQ AMC ITV Cell when a location cannot be supported with an ITV team and/or the location does not have the capability to provide ITV. Also, provides the number of missions expected and a point of contact at the departure location.

23.6.1.3. Determines if a unit needs to deploy with INMARSAT capability based on evaluation of the initial communication capability at the deployed location.

23.6.2. 618 TACC/XONF will check AMC mission departure legs one hour after departure and provide a data quality grade. In addition, 618 TACC/XONF will call APOEs and APODs, as required, to determine and verify actual movement of cargo and passengers. By examining data quality one hour after aircraft departure 618 TACC/XONF initiates the data quality process and ensures time sensitive situation awareness.

23.7. Deployed ITV team procedures.

23.7.1. Upon receiving a tasking from 618 TACC/XOPM for ITV teams, deploying units will follow the notification of deployment procedures outlined in the GATES Installation and Operations Document (GIOD), Appendix V, prior to departing home station.

23.7.1.1. ITV teams will be deployed to APOEs and APODs and/or a combination of both only for the duration of movement from that location. Upon arrival at deployed location, ITV teams will integrate with AMC command element and report their

arrival to 618 TACC/XOPM. ITV teams will contact the transported force POC and Arrival/Departure Airfield Control Group (A/DACG) representatives. Cargo and passenger manifesting and receipt capability will be in-place at APOEs for the duration of the contingency.

23.7.1.2. ITV teams experiencing communication problems should first contact the communications support element at the deployed location to work possible resolution. However, report all GATES and communication problems to the AMC Communications Help Desk. The AMC Communications Help Desk will log all problems and forward calls to the appropriate office for resolution, if necessary. If the AMC Communications Help Desk cannot immediately answer questions or render technical assistance GATES programmers will be contacted.

23.7.2. Units deployed with INMARSAT terminals will comply with AMCI 33-109, *International Maritime Satellite Management*

23.8. HQ AMC/DPC Responsibilities.

23.8.1. Provides a control function that manages passenger and cargo movement data collection requirements and information required to receive, document, plan, prepare measurement statistics, and data analysis.

23.8.2. Establishes e-mail ITV capability for cargo and passenger movements for specific locations identified by 618 TACC/XOPM.

23.8.3. Ensure units providing e-mail ITV files include their location (home unit and APOE), mission number, branch of service and unit being airlifted.

23.8.4. Maintains periodic telephonic/email communication with unit POCs until compliant passenger and/or cargo data files are received.

23.8.5. Ensure unit POCs review and sign the GATES created manifest; verifying actual load manifested, then fax back to the AMC ITV Cell.

23.8.6. Monitors GTN to ensure data is successfully posted.

GRACE M. BLEVINS-HOLMAN, Colonel, USAF
Deputy Director Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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USTCI 20-2, *Tactics, Techniques, and Procedures for In-Transit Visibility*, 19 September 2007

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Abbreviations and Acronyms

A/DACG—Arrival/Departure Airfield Control Group

AALPS—Automated Air Load Planning System

ACA—Airlift Clearance Authority

AFRC—Air Force Reserve Command

AIS—Automated Information System

AMC—Air Mobility Command

AME—Air Mobility Element

AMS—Air Mobility Squadron

AMOG—Air Mobility Operations Group

ANG—Air National Guard

APC—Aerial Port Code

AOE—Airport of entry

APOD—Aerial port of debarkation

APOE—Aerial port of embarkation

APS—Aerial Port Squadron

ASCII—American Standard Code II

ATCMD—Advance Transportation Control & Movement Document

ATOC—Air Terminal Operations Center

CAC—Common Access Card

CALM—Computer Aided Load Management

CIN—Cargo Increment Number

CMOS—Cargo Movement Operations System

COCOM—Combatant Command/Commander
CONOPS—Concept of Operations
CONUS—Continental United States
COR—Contracting Officer Representative
CTUS—Customs Territory of the United States
DAAS—Defense Automatic Addressing System
DGATES—Deployed Global Air Transportation Execution System
DLA—Defense Logistics Agency
DOD—Department of Defense
DSS—Distribution Standard System
DTR—Defense Transportation Regulation
DTS—Defense Transportation System
ETADS—Enhanced Transportation Automated Data System
GATES—Global Air Transportation Execution System
GCCS—Global Command and Control System
GCSS—Global Combat Support System
GDSS II—Global Decision Support System II
GIOD—GATES Installation and Operating Document
GTN—Global Transportation Network
GWOT—Global War on Terrorism
HQ AMC/A4—Logistics
HQ AMC/A4T—Air Transportation Division
HQ AMC/A4TC—Cargo and Traffic Management Branch, Air Transportation Division
HQ AMC/A4TP—Passenger Branch, Air Transportation Division
HQ AMC/A4TR—Transportation Resources Branch, Air Transportation Division
IBS—Integrated Booking System
IDS—Integrated Deployment System
INMARSAT—International Marine/ Maritime Satellite
ITV—In-transit Visibility
JA/ATT—Joint Airborne/Air Transportability Training
JOPEs—Joint Operations Planning and Execution System
LOGFOR—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module

MAGTF II—Marine Air-Ground Task Force War Planning System II

MAGTF II/LOGAIS—Marine Air-Ground Task Force War Planning System II/Logistics Automated Information System

MANPERB—Manpower and Personnel Module

MDS—Mission Design Series

MDSS II/MAGTF—Deployment Support System II

MLR—Mission Load Report

MOG—Maximum Operating on the Ground

MSE—Mission Support Element

MST—Mission Support Team

NSN—National Stock Number

OEF—Operation Enduring Freedom

OIF—Operation Iraqi Freedom

OMC—Optical Memory Card

OSD—Office of the Secretary of Defense

PDF—Portable Data File

PDT—Portable Data Terminal

PIN—Personal/Personnel Identification Number

POD—Port of Debarkation

POE—Port of Embarkation

RF—Radio Frequency

RFDC—Radio Frequency Data Communications

RFID—Radio Frequency Identification

RF ITV—Radio Frequency In-transit Visibility

RGATES—Remote Global Air Transportation Execution System

RSO&I—Reception, Staging, Onward Movement, and Integration

2D—Two Dimensional

618 TACC—Tanker Airlift Control Center

TALCE—Tanker Airlift Control Element

TC ACCIS—Transportation Coordinator's Automated Command and Control Information System

TC AIMS—Transportation Coordinator's Automated Information for Movement System

TCAIMS II—Transportation Coordinator's Automated Information for Movement System II

TCN—Transportation Control Number

TCMD—Transportation Control and Movement Document

TWCF—Transportation Working Capital Fund

ULN—Unit line number

USAF EC— USAF Expeditionary Center

USCENTCOM—United States Central Command

USTRANSCOM—United States Transportation Command

USAFR—United States Air Force Reserve

UTC—Unit Type Code

WPS—Worldwide Port System

Terms

Cargo— Any items or supplies intransit.

Deployment— The relocation of forces to areas of operation

Destination— The location to which units, materiel, or individuals are traveling. The Combatant Commander (COCOM), Military Services, or Defense agencies designate it.

In Transit Visibility— - The ability to track the identity, status, and location of DOD unit and non-unit cargo and passengers, patients, and personal property from origin to consignee or destination during peace, contingencies, and war.

Legacy Systems— A term used to describe automated information systems that perform the same function as those performed by selected migration systems. Legacy systems have a finite life, with all further system development and modernization resources applied to the selected migration system.

Manifest— A document listing in detail the passengers, cargo, or mail carried aboard.

Migration Systems— Existing or planned and approved automated information systems officially

Movement Control— The planning, routing, scheduling, and control of personnel and freight movements over lines of communication. It includes the reception and onward movement of personnel, equipment, and supplies.

Non—Unit Cargo - Supplies intransit that are not part of a unit or its equipment. Synonymous with sustainment cargo.

Non—Unit Personnel - All personnel requiring transportation to or from an area of operations other than those traveling with a specific unit.

Origin— The location from which personnel or material commence movement to a destination.

Port of Debarkation (POD)— A station that serves as an authorized port to process and clear aircraft, ships, and traffic for entrance to the country in which it is located.

Port of Embarkation (POE)— A station that serves as an authorized port to process and clear aircraft, ships, and traffic for departure from a particular country.

Shipment Identification Number— The unique number that identifies a shipment. (Includes GBL, TCMD, lead TCN, air manifest, etc.) **Sustainment Cargo** - Supplies intransit that are not part of a unit or its equipment and therefore not documented with a unit movement transportation control number. Synonymous with non-unit cargo.

Theater— A geographical area outside CONUS for which a commander of a unified command has been assigned military responsibility.

Transportation Control Number (TCN)— A unique 17-position alphanumeric data element assigned to control a shipment unit throughout the transportation pipeline.

Transportation Control and Movement Document (TCMD)— The shipment information document (DD Form 1384, **Transportation Control and Movement Document**). It provides advance notice of shipments and the information necessary to process the shipments through the Defense Transportation System. The TCMD is the basis for preparation of air and surface manifests and for compiling logistics reports.

Unit— Any military element whose structure is prescribed by an authority, such as a Table of Organization and Equipment.

Unit Equipment— The equipment prescribed to be in a unit's possession by an authority such as a Table of Organization and Equipment. The transportation of unit equipment is documented with a unit movement transportation control number.

Unit Line Number (ULN)— Two alphanumeric characters (the fragmentation and insert codes) added to a force requirement number to identify military units for a particular operational plan.

Unit Personnel— All personnel assigned or attached to a specific unit and requiring movement as a unit to or from a theater or area of operations.

Attachment 2

SYSTEM DESCRIPTIONS

A2.1. AALPS - Automated Air Load Planning System [USA]. AALPS is a knowledge-based expert system that assists users in the complex task of planning and execution of aircraft loads for all types of deployments. It has been selected as the aircraft load planning system for the Department of Defense. It creates and edits load plans used in actual deployments, as well as allowing planners to build force packages that are used to determine airlift requirements. It has become the Air Load Module of TC-ACCIS and will interface with GATES/RGATES and TC-AIMS II to perform the same function.

A2.2. CALM - Computer-Aided Load Management [AMC]. A system that provides AMC-approved aircraft load plans and reports. It also serves as a component system of the Marine Corps' MAGTF II/LOGAIS.

A2.3. CAMPS - Consolidated Air Mobility Planning System [AMC]. The new name for the GTN migration system known as ADANS that captures airlift-planning requirements. It will interface with GTN.

A2.4. CMOS - Cargo Movement Operations System [USAF]. The Air Force's automated base-level cargo movement system and small air terminal passenger and cargo manifesting system that processes and provides transportation movement officers with current unit movement data.

A2.5. DAAS - Defense Automatic Addressing System [DLA]. A GTN interface system that record, MILSTRIP and other transactions and routes them among DOD activities.

A2.6. DSS - Distribution Standard System [DLA]. An information source system of GTN. The migration system that will replace many existing distribution legacy systems. Those legacy systems include DLAs Defense Warehousing and Shipping Procedures (DWASP), Army's Supply Depot System (SDS), Navy Automated Transportation and Documentation System (NAVADS), and the Air Force's Stock Control and Distribution (SC&D) system.

A2.7. FACTS - Financial and Air Clearance Transportation System [USN]. An automated transportation system of the Navy that will replace NATDS and provide data visibility through interface with GTN, WPS, and GATES. It is designated the migration air clearance authority system for all Services. It was formally known as the Navy Material Transportation Office Operations and Management Information System (NAOMIS).

A2.8. GATES - Global Air Transportation Execution System [AMC]. The current real-time system that will support fixed, deployed, and mobile sites. It will process and track cargo and passengers; support resource management and provide command and control support information. It will also generate cargo, passenger, and resource reports at headquarters and unit level, and will provide message routing and delivery for all AMC transportation airlift operators regardless of size, workload volume, configuration, or location.

A2.9. GCCS - Global Command and Control System [JCS]. A future replacement system for the JOPEs. It will provide time-phased force deployment data and movement requirements to GTN.

A2.10. GCSS - Global Combat Support System [USAF]. GCSS is an initiative for enhancing combat support effectiveness through system interoperability by interfacing and integrating corporate-wide, service/agency sponsored combat support systems. GCSS provides integration across the combat support functional areas of the Department of Defense and from the sustaining base to the combat area. GCSS plans to obtain from GDSS correlated AMC mission position for their Common Operating Picture (COP).

A2.11. GDSS II - Global Decision Support System- II [AMC]. A GTN interface system that provides aircraft scheduling and execution information. An AMC migration system that records and displays airlift schedules, aircraft arrivals and departures, and limited aircraft status. It provides executive level decision support. An original GTN prototype interface system, it will be part of GTNs initial operating capability.

A2.12. GTN - Global Transportation Network [USTRANSCOM]. A system that provides the automated support that USTRANSCOM and its components need to carry out their global transportation management responsibilities. It provides the integrated transportation data necessary to accomplish transportation planning, command and control, and patient movement. It also provides DOD wide ITV of units, passengers, and cargo during peace and war.

A2.13. ITV – IN-TRANSIT VISIBILITY [ITV]. The ability to track the identity, status, and location of Department of Defense (DOD) units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; patients; and personal property from origin to consignee or destination across the range of military operations.

A2.14. JOPES - Joint Operations Planning and Execution System [JCS]. The foundation of DODs conventional command and control system, which comprises policies, procedures, and reporting systems supported by automation. It is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities in peace, exercises, crises, and war. It will be replaced by GCCS, which will provide Time Phased Force Deployment Data and movement requirements to GTN.

A2.15. LOGMOD - Logistics Module [USAF]. A system that provides AF, MAJCOMs, base-level logistics planners, and base-level unit deployment managers (UDMs) with the capability for mobility and/or reception planning and execution to support worldwide deployment of forces. It provides a responsive, user-friendly system for mobility planning in an on-line mode. LOGMOD is a subsystem of the Contingency Operation/Mobility Planning and Execution System (COMPES). LOGMOD is crucial for logistics planners and unit deployment managers to plan for worldwide deployment of personnel, supplies, and equipment to meet various exercises, real-world contingencies, and wartime tasking. Its standard input, editing, and storage capabilities produce the materiel lists, packing and load lists, and the manpower interface products for Unit Type Code (UTC) packages formatted for base mobility plans. LOGMOD helps maintain combat units and their materiel support in constant deployment readiness.

A2.16. MANPER-B - Manpower and Personnel Module [USAF]. This system is a PC-based system that is used to track and account for personnel deploying, and provides manpower and personnel data support to field commanders (e.g., force requirements and projections, strength accountability and replacement requirements). The personnel data system is designed to achieve and maintain up-to-date strength accountability for all Air Force personnel deployed or employed in support of contingency operations. The system provides the manpower and personnel planners with the capability to maintain Manpower Force Elements (MFE); build

source Deployment Manning Documents (DMD); generate standard planning products; support the annual wartime Manpower Planning Exercise (MANREQ); communicate Unit Type Code (UTC) packages to all levels of command; and monitor, account for, and manage personnel resources deployed in support of Air Force missions.

A2.17. MAGTF II - Marine Air Ground Task Force War Planning System II [USMC]. A component system of MAGTF II/LOGAIS that supports planning a wide variety of high-intensity operational requirements. It accelerates the development, sourcing, analysis, and refinement of plans resulting in executable JOPEs Time Phased Force Deployment Data Bases.

A2.18. MAGTF II/LOGAIS - Marine Air-Ground Task Force War Planning System II/Logistics Automated Information System [USMC]. A family of microcomputer-based systems designed to provide operational forces with a tool kit of capabilities for rapid planning, sourcing, and tracking of logistics resources during all operational stages to include deployment and redeployment. It is composed of MAGTF II, TC-AIMS, MDSS II, CALM, and CAEMS, which are further defined in the appendix.

A2.19. MDSS II - MAGTF Deployment Support System II [USMC]. A component system of MAGTF II/ LOGAIS that aids in planning for and supporting rapid military deployments anywhere in the world. It builds and maintains a database of force and equipment data for various MAGTF configurations.

A2.20. TC-ACCIS - Transportation Coordinator's Automated Command and Control Information System [USA]. The Army TC-AIMS that is used to plan and execute unit deployments and redeployments worldwide, communicate data to the US Forces Command for updating JOPEs, and communicate data to SDDC for port operations and load planning. It generates air load plans, air cargo manifests, unit movement data, convoy march tables and clearance requests, rail load plans, bills of lading, and bar-code labels. TC AIMS II is the planned replacement for this system.

A2.21. TC-AIMS - Transportation Coordinator's Automated Information for Movement System [USA/USMC/USAF]. A generic term for a family of Military Service systems that automate the planning, organizing, coordinating, and controlling of unit-related deployment activities supporting the overall deployment process. These systems TC- ACCIS [USA}, TC-AIMS [USMC], and CMOS [USAF] -will be replaced by TC-AIMS II. Also, the component system of the Marine Corps MAGTF II/LOGAIS that supports the overall deployment process. TC-AIMS II is the planned replacement for this system.

A2.22. TC-AIMS II - Transportation Coordinator's Automated Information for Movement System II. A joint system is being developed by the Army to replace the Military Services' TC-AIMS family of systems. It automates the planning, organizing, coordinating, and controlling of unit-related deployment activities. It also permits transportation offices to maintain an automated database of current unit movement data. It will also provide the theater of operations with a joint theater transportation system capability.

A2.23. WPS - Worldwide Port System [SDDC]. The port operating system for military ocean terminal, Navy port activities, Army terminal units, and automated cargo documentation detachments. A GTN interface system.

Attachment 3

ATOC MISSION FOLDERS AND MISSION LOAD REPORT (MLR)

A3.1. AMC Form 77, Ground Handling Record. The AMC Form 77 is a step-by-step record of events for all data entered and will populate all appropriate fields. Information control will prepare a Form 77 for each mission handled and ensure all information on the form is accurate. The inbound folder will have most information filled in from the inbound MLR from the previous station. Make sure these blocks are correct as the information fills in as you and other terminal work centers update the form. The outbound folder will self-populate as information is input by other terminal work centers. Upon completion, print the form and verify information is correct and ready for signatures. Pen and ink changes are authorized.

A3.2. Accuracy. Information controllers will ensure all information on the form is accurate and properly completed and will prepare a folder on all aircraft handled. A considerable amount of the information contained on the form is furnished by other terminal work centers; therefore, it is the responsibility of these work centers to ensure the information provided is accurate, timely, and complete.

A3.2.1. Record all times in GMT. Leave blank if not used.

A3.2.2. SOE start and complete times will reflect the times that work on an aircraft actually started and finished. In all instances, the time recorded will reflect the time the first task is started and the last task was completed.

A3.2.3. If a section completes all tasks and at a later time it is necessary for the same section to return to the aircraft, the subsequent handling should be recorded in the remarks section.

A3.3. Quality Control. Once the form is completed, the duty officer/senior controller must review it for accuracy and contents. Both signature blocks can be signed by the same person should the person who completed the form also be the Senior Controller/Shift Supervisor. After signing, the supervisor sends the folder to the data records and reports section at a time determined by local management. The folder must contain, but is not limited to, the documents identified in the folder content checklist. In the event a particular document is omitted, the senior controller/shift supervisor will explain the omission in the remarks section and indicate what efforts have taken place to obtain the necessary documents. **NOTE:** Once an AMC Form 77 is completed for a mission and that mission cancels or diverts back, annotate the form with the reason the mission did not operate or diverted. If a section completes all tasks and at a later time it is necessary for the same section to return to the aircraft, the subsequent handling should be recorded in the AMC Form 77 remarks section, finalized and sent to the Records, Reports, and Analysis section for inclusion on the AMC Form 85, *Aircraft Handled by Type* (refer to Volume 6 for instructions).

A3.4. AMC Form 68, Aerial Port Movement Log. This form is designed to provide a step-by-step record of events for special missions. It is only necessary to enter mission pertinent data as entries will auto-populate as information is entered into GATES. An AMC Form 68 will be prepared, in lieu of AMC Form 77, for the following missions:

A3.4.1. AMC exercise or contingency.

A3.4.2. Joint airborne and air transportability training (JA/ATT)

A3.4.3. Expeditionary operational readiness inspection (EORI)

A3.4.4. Operational plans (OPLANS)

A3.4.5. Special assignment airlift missions (SAAM)

A3.4.6. Local training missions

A3.5. Manual AMC Form 68. Non-GATES stations or operations that require a hard copy AMC Form 68 are only required to enter mission specific data; all other fields will be left blank. Folders will be closed at 2400 Zulu each day and the shift supervisor will review it for accuracy and sign it and send the folder and contents to the Records, Reports, Analysis section. In the event a mission operates for a period of more than 1 day, transfer information to a new AMC Form 68. Units with minimum workloads will use previous day AMC Form 68 until a complete day's mission can no longer be recorded. For documentation requirements during deployment see AMCI 24-101, Vol. 18, *Military Airlift—AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*. *NOTE: When channel and opportune traffic, including space available passengers, are transported on any of the above missions, prepare AMC Form 77 in lieu of the AMC Form 68.*

A3.6. Mission Load Report (MLR). ATOCs at en route and destination stations must receive advance information concerning cargo, passengers, and mail aboard arriving aircraft. This information is provided within the MLR. ATOC will dispatch a MLR as soon as the load is firm, but no later than 30 minutes after the aircraft is airborne (ATD). Once the MLR is sent, down line stations can retrieve all required information. Information will be provided to 618 TACC/APCC upon request. MLRs will be unclassified, unless specifically designated otherwise by AMC headquarters. Accuracy of the MLR is imperative.

A3.6.1. Prepare a MLR on departures of all AMC missions, including:

A3.6.1.1. ANG/USAFR-operated missions.

A3.6.1.2. Commercial contract (category B) aircraft.

A3.6.1.3. Other service or command aircraft carrying opportune cargo/passengers.

A3.6.1.4. AMC exercise or contingency operations.

A3.6.1.5. AMC Special Air Mission (SAM).

A3.6.1.6. Special Assignment Airlift Missions (SAAM).

A3.6.2. GATES MLR Format and Accuracy. The MLR is the primary means by which AMC aerial ports communicate mission related cargo and passenger information between ports. It's imperative that the information not only be in the correct format, but be accurate. Once all information is loaded correctly in GATES from all terminal work centers, the system will automatically update the required MLR fields. The MLR will be reviewed by the outbound controller prior to sending. All data entry errors/omissions will be corrected prior to sending. Stations without GATES will fax, e-mail or phone all required information to the next down line station. Use the following format to compose the MLR.

A3.6.2.1. Sample MLR.

Figure A3.1. Sample MLR.

MISSION LOAD REPORT							
REPORT STATUS: INITIAL				AS OF:			
MISSION #	MDS	TAIL #	CONFIG	PRTY	MSN TYPE		
PVYM50057119	C005B	50008	CP2	1			
DEPARTING	NEXT STA	ETA NEXT STATION		ROUTING			
DOV	SUU	30 APR 2008 1510		SUU			
PART I: AIRCRAFT INFORMATION			OPERATING WEIGHT		MOMENT INDEX	ACL	
PASSENGER SUMMARY				CARGO SUMMARY			
TOTAL SEATS ABOARD		73		TOTAL PP ABOARD		34	
TOTAL SEATS AVAIL THIS STATION		72		TOTAL PP AVAIL THIS STATION		34	
TOTAL PASSENGERS		17		PP AVAIL NEXT		34.0	
PAX WEIGHT		2542		TOTAL CARGO CUBE		2007	
PAX BAGGAGE SUMMARY							
BAGGAGE PALLET QTY					0		
PAX BAGGAGE BREAKDOWN BY APOD							
APOD		PCS		WEIGHT			
SUU		21		681			
TOTAL NET BAG WT:		681		TOTAL GROSS BAG WT:		681	
PAYLOAD SUMMARY							
	PCS	PLTS	RSS/TRAINS	TOTAL PP USED	GROSS WEIGHT		
Cargo/Mail		9	0	9.0	21347		
Loose	0	0		0.0	0		
Pax/Bags	21	0		0.0	3223		
Total Payload	21	9	0	9.0	24570		
C/M Off Next	21	9	0	9.0	24570		
PART II: PASSENGER BREAKDOWN							
PAX ACLS: SUU: 19							
	PAX	FN	CIV	DV	PAT	FTE	PET
THRU-LOAD	1	0	0	0	0	0	0
ON THIS STATION	16	0	8	0	0	0	0
TOTAL ABOARD	17	0	8	0	0	0	0
OFF NEXT STATION	17	0	8	0	0	0	0
PASSENGER DEVIATION NUMBERS AND DESTINATION							
PASSENGER REMARKS							
FOREIGN NATIONALS:							
PATIENTS:							
	Lit Qty	Lit Wt	Pat Qty	Pat Wt	NMA Qty	NMA WT	
Thru	0	0	0	0	0	0	
On	0	0	0	0	0	0	
Total	0	0	0	0	0	0	
PERSONAL PETS							

PART III: CARGO BREAKDOWN									
LOAD BREAKDOWN									
PP	COMMENTS					START FUSELAGE	STOP FUSELAGE		
06	06 /SUU(OSN)/3147/PC/E/HT50					0	0		
08	08 /SUU(OSN)/3555/PC/L/HT90					0	0		
10	10 /SUU/3390/PC/L/HT98					0	0		
12	12 /SUU(MSJ)/2900/PC/L/HT88					0	0		
14	14 /SUU(MSJ)/1000/PC/R/HT48					0	0		
16	16 /SUU(OSN)/800/PC/E/HT30					0	0		
18	18 /SUU/1675/BC/E/HT54					0	0		
20	20 /SUU(OSN)/2580/PC/L/HT90					0	0		
22	22 /SUU/2300/PC/E/HT59					0	0		
SPECIAL INTEREST CARGO									
HUMAN REMAINS, RE-ICING/REFRIGERATION SHIPMENTS, REGISTERED MAIL SHIPMENTS, DEFENSE COURIER CARGO, ETC.									
PP	CATEGORY	DEST	NOMENCLATURE	TCN	PCS	WGT			
			COMMENT	REICE INFO					
HAZARDOUS CARGO									
ALL HAZARDOUS, ARMS, AMMUNITION AND EXPLOSIVES (AA&E).									
PP	PSN	UN NBR	HAZ CLASS	P CODE	PCS	WGT	CUBE	NEW	
PART IV: LOAD/UNLOAD REMARKS									
C-WIDE-BODY LOAD: UNLOAD:									
LOAD/UNLOAD REMARKS:									
SPECIAL PURPOSE VEHICLES REQUIRED:									
SECURITY GUARDS REQUIRED: NO									
PART V: FLEET REMARKS									
INOPERATIVE AIRCRAFT EQUIPMENT:									
INOPERATIVE EQUIPMENT ON ATGL:									
FLEET REGULATED ITEMS TO RECOVER:									
PART VI: PAYLOAD ADJUSTMENT REMARKS									
PART VII: MISSION LOAD REMARKS									

NOTE: Cargo cube - cubic feet of cargo and mail aboard aircraft (use 1 cube for every 10 pounds of mail).

Attachment 4

PASSENGER DEVIATION WAIVER PROCEDURES

A4.1. Passenger Safety. AMC policy is that whenever possible, passengers should be manifested on:

- A4.1.1. Aircraft configured to accommodate passengers.
- A4.1.2. Cargo aircraft without hazardous materials on board.
- A4.1.3. Aircraft carrying only P5-coded hazardous materials.

A4.2. Deviation Guidelines. Passenger travel other than mission essential, may not accompany cargo moved IAW a compatibility or packaging waiver unless authorization is included in the waiver. When a Department of Transportation (DOT) exemption Special Permit or Competent Authority Approval (CAA) identifies material as cargo aircraft only, a passenger deviation may be issued IAW this paragraph if Proper Shipping Name (PSN) is P3 or P4-coded in AFMAN 24-204(I). If P5- coded, follow procedures for issuing a “P4” deviation.

A4.3. Exempt Personnel. Passenger deviation approvals are not required for.

- A4.3.1. Guards
- A4.3.2. Couriers
- A4.3.3. Technical Escorts
- A4.3.4. Maintenance Repair Team (MRT) members
- A4.3.5. Additional Crew Members (ACM)
- A4.3.6. AMC Mission Observer (AMO)
- A4.3.7. Mission Essential Ground Personnel (MEGP)
- A4.3.8. Duty passengers traveling with P-4 coded cargo
- A4.3.9. SAAM validated passengers
- A4.3.10. Participants in tactical/contingency/emergency operations (AFMAN 24-204(I), Chapter 3) and deployments conducted IAW DOD 4500.9R, Defense Transportation Regulation (DTR), and Part III.
- A4.3.11. Non-participant travel. Passengers (non-participants) on tactical, contingency, or emergency validated missions, deployments and SAAMs are authorized only if:
 - A4.3.11.1. Individual issue hazardous materials hand-carried by “Participants” are limited to small arms-type ammunition (C/D 1.4S or 1.4C), NBC equipment, or chemical/first aid kits.
 - A4.3.11.2. All other hazardous materials hand-carried are in proper shipping configuration or packaging which would allow movement on a channel mission.
 - A4.3.11.3. Fuel in transported vehicles does not exceed one-half tank.
 - A4.3.11.4. Transport support equipment is drained.

A4.3.11.5. All hazardous materials are compatible IAW AFMAN 24-204(I), Tables A18.1 and A18.2.

A4.3.11.6. Hazardous materials are not coded as P-1, P-2, or P-3 in AFMAN 24-204(I), Table A.1 (Special Provisions).

A4.3.11.7. A passenger deviation is approved if required. **NOTE:** Deviation exempt personnel must have protective equipment equal to or greater than what is used by the aircrew when traveling on aircraft carrying P-1 or P-2 hazardous materials.

A4.4. Responsibilities Assigned. HQ AMC/A4TC retains overall responsibility of the AMC passenger deviation program.

A4.4.1. 618 TACC Aerial Port Control Center (APCC) issues passenger deviations to allow movement of passengers with P3-coded cargo IAW AFMAN 24-204(I). APCC will also issue deviations for movement of passengers with P4-coded cargo on AMC missions as needed.

A4.4.2. AMC aerial port squadrons (APS) and Air Mobility Squadrons (AMS) will issue passenger deviations for P4-coded cargo as specified in this supplement. Each APS and AMS will develop procedures for requesting, issuing, and reporting passenger deviations.

A4.4.3. The appropriate Air Mobility Operations Wing (AMOW) will designate the AMS or air terminal (within their respective area of responsibility) that is responsible for issuing passenger deviations for detachments, operating locations, contract air terminals, and small terminals. Navy- operated AMC Air Terminal Norfolk will issue “P4” deviations for Caribbean-region Navy terminals. CONUS Navy terminals (i.e., Navy-operated AMC Air Terminal Jacksonville) will request passenger deviations from 618 TACC/APCC. Central and South America locations will request deviations from 618 TACC/APCC.

A4.4.4. Aerial ports/air terminals must ensure passengers are eligible to travel with hazardous materials IAW this supplement prior to releasing seats on non-AMC controlled aircraft. The 618 TACC/APCC or aerial ports/terminals will not issue deviations for non-AMC missions. Requests for passenger deviations on non-AMC missions will be directed through 618 TACC/APCC to appropriate MAJCOM/Service authority.

A4.4.5. Deployed aerial ports deviation responsibility rests with the senior transportation representative. Units will retain deviation data at home station and report it when requested by HQ AMC.

A4.4.6. Aerial Port/Terminal Deviation Approval Officials’ Qualifications. Passenger deviation approval officials will be:

A4.4.6.1. Designated in writing by the section chief or aerial port flight commander.

A4.4.6.2. E-4 or above, or civilian equivalent.

A4.4.6.3. 5-skill level.

A4.4.6.4. Hazardous material “Inspector” qualified.

A4.5. Other Considerations. Deviation approval official will also consider when approving or disapproving deviations if:

A4.5.1. Aircraft is equipped with Emergency Passenger Oxygen System (EPOS).

A4.5.2. Quantity per package is equal to or less than authorized for passenger movement specified in 49 CFR, 172.101, Hazardous Materials Table. International Air Transport Association (IATA), Dangerous Goods Regulations or International Civil Aviation Organization (ICAO) technical instructions may be used in place of 49 CFR.

A4.5.3. Paragraph 7.12 cannot be complied with due to limited passenger movement opportunities or operational requirements (e.g., emergency leave).

A4.6. Documentation. Passenger deviations will be documented using AMC Form 145, Passenger Deviation Request. For requests requiring 618 TACC/APCC approval, fax completed information to DSN 779-1978 or commercial (618) 229-1978 or electronically transmit form to tacc/apcc@scott.af.mil, at least 4 hours prior to mission departure. List only passenger prohibited items ("P-3" or "P-4") on AMC Form 145. **NOTE:** Substitute "APCC" with three letter identifier of aerial port/terminal issuing deviation.

A4.6.1. Format. Issuing station/calendar year/Julian date/sequence number. Example: RMS0713601, HIK0714502, APCC 0714106

A4.6.2. Codes. Stations designated as issuing agencies for other locations will substitute that location's identifier in the deviation number. (Example: Ramstein issuing a deviation for Cairo would use: CAI0701601.) **NOTE:** For hazardous cargo requiring passenger deviation numbers, ensure the deviation number is granted through en route stations to final destination in the mission routing for the hazardous cargo. Example; Mission originates at Dover, with a transit stop at Ramstein, and final destination Tel Aviv, passenger deviation will read as DOV0731001, to TLV

A4.7. Operational Guidelines.

A4.7.1. Deviations remain in force until the hazardous material or passengers are removed from the mission.

A4.7.2. En route stations may move additional cargo or passengers with like characteristics to the same destination under a deviation issued by a previous station as long as passenger deviation restrictions are not violated.

A4.7.3. En route stations will use guidelines of this paragraph prior to placing passengers on aircraft already operating under a deviation or before adding P3 or P4-coded cargo to an aircraft already carrying passengers.

A4.7.4. The ATOC will ensure the originating and transit passenger deviation number(s) are clearly annotated on the passenger manifest, AF Form 4080, *Load Sequence/Breakdown Worksheet*, and MLR.

A4.7.5. In all cases, the most restrictive deviation takes precedence. 618 TACC/APCC issued deviations take precedence over any issued by an APS/AMS.

Attachment 5

DIPLOMATIC CLEARANCE PROCEDURES

A5.1. General. Foreign countries have placed various restrictions and limitations on the movement of aircraft and in some cases, cargo across their borders. These countries have further prescribed specific procedures to acquire permission (diplomatic clearance) for aircraft and cargo movement over their borders. Use DOD 4500.54G, *Department of Defense (DOD) Foreign Clearance Guide*, (FCG), as well as the classified volume, to determine which restrictions apply for the specific country and the procedures to follow to obtain diplomatic clearances from those countries.

A5.2. Responsibilities Assigned.

A5.2.1. 618 TACC/XOCZD is responsible for obtaining diplomatic clearances for aircraft and cargo when required by the DOD FCG. Diplomatic clearance is not obtained through port-to-port procedures by aerial ports and/or users. **NOTE:** The following categories of cargo are exempt from this paragraph: Poison and etiological and biological agent shipments. This cargo is processed according to AFMAN 24-204(I). Shipments of nuclear weapons or nuclear weapons components. Clearances for these shipments are governed by the Special Weapons Over Flight Guide (SWOG).

A5.2.2. ATOC is responsible for the submission of cargo requiring diplomatic clearance to 618 TACC/XOCZD. Consequently, to ensure proper processing of cargo requiring diplomatic clearance, ATOC will:

A5.2.2.1. Determine from the DOD FCG (and its classified volume) whether diplomatic clearances are required for each shipment. Information needed to determine this includes: type of cargo, ultimate user, destination country, and countries that likely will be transited en route to destination.

A5.2.2.2. Compile a listing for each country's requirement, and review the time periods (or lead time) necessary to process diplomatic clearances for each country. This information is listed by country: click Aircraft Entrance Requirements at the top of the page and then reference item B. AIRCRAFT CLEARANCE LEAD-TIME AND VALIDITY

A5.2.2.3. After determining the required completion date for diplomatic clearance action, initiate the request process by downloading the Hazardous Aircraft Clearance Request form located at URL: https://618ACC.scott.af.mil/information/Ext_Reports/PUBS/DIPS%20-%20Hazardous%20Cargo.doc

A5.2.2.3.1. Submit completed request through 618 TACC/XOCZD via:

A5.2.2.4. Global e-mail at: tadip@scott.af.mil

A5.2.2.5. In event that electronic means are unavailable, you may fax requests to: DSN 779-0154, or Commercial (618) 229-0154.

A5.2.2.6. Information required by 618 TACC/XOCZD when requesting diplomatic clearances for explosives Class/Division 1.1, 1.2, 1.3; Toxic Chemical Ammunition

(compatibility group K); Inhalation Hazard, Zone A Substance; Division 6.2 material requiring a technical escort; and Radioactive Materials required to be labeled radioactive yellow III.

A5.2.2.6.1. Proper Shipping Name.

A5.2.2.6.2. Hazard Class or Division (include compatibility group for explosives).

A5.2.2.6.3. United Nations (UN) Number.

A5.2.2.6.4. Number of Pieces.

A5.2.2.6.5. Gross Weight.

A5.2.2.6.6. Net Explosive Weight for C/D 1.1, 1.2, 1.3, 1.4 and 1.5. **NOTE:** For all other hazardous materials, Special Handling or Air Freight personnel will check the shipment against the FCG to determine if diplomatic clearance is required. Provide appropriate information to 618 TACC/XOCZD. **NOTE:** Provide same information as requested in A5.2.2.6. and above **Note** to contracted commercial air carriers for their use when obtaining diplomatic clearances.

A5.2.2.7. After requesting clearance from 618 TACC/XOCZD, ATOC will:

A5.2.2.7.1. Monitor the status of the request by communicating with XOCZD via telephone at Commercial 618-229-3008 or DSN 779-3008.

A5.2.2.7.2. Ensure diplomatically cleared cargo for a specific airlift mission has priority over all other cargo eligible to be moved on the same mission.

A5.2.2.7.3. Notify 618 TACC/XOCZD when changes to load plans affect the type or quantity of hazardous material placed on or removed from the aircraft. **NOTE:** Timely notification to 618 TACC/XOCZD concerning changes to planned hazardous material on the aircraft is crucial in obtaining updated and correct diplomatic clearances and ensuring continued mission movement.

A5.3. In coordination with the C2 agency, dispatch a priority message through administrative channels, advising en route stations of diplomatically cleared cargo aboard the mission. (Prepare message in accordance with AFMAN 33-326, *Preparing Official Communications*). If short flying/transit times are involved, notification should be by telephone immediately followed up with a message. Information passed will include the following:

A5.3.1. Cargo TCN, pieces, weight, and cube.

A5.3.2. Mission and aircraft tail numbers on which the cargo is moving.

A5.3.3. A statement cautioning en route stations not to remove diplomatically cleared cargo from its specified mission.

A5.3.4. Short notice requests for diplomatic clearances or requests to remove previously cleared diplomatically cleared cargo from an aircraft will be handled by the Superintendent of ATOC or aerial port duty officer. The Superintendent of ATOC or aerial port duty office will:

A5.3.4.1. Advise their next higher headquarters of all particulars, to include an explanation of the operational necessity of the cargo and impact statement if cargo is not

cleared. Notification will be by priority message, with information copy to each successive command level, including HQ AMC/A3 and 618 TACC/APCC.

A5.3.4.2. Frustrate cargo that is awaiting diplomatic clearance. Port hold time is computed from the date and time the approved clearance becomes effective.

A5.4. Diplomatic Clearance for Weapons and Weapons Part Shipments. This section outlines how to obtain diplomatic clearances for weapons and weapon parts.

A5.4.1. For Commodity Code 2 shipments, Special Handling or Air Freight personnel will check the shipment against the FCG to determine if diplomatic clearance is required.

A5.4.2. If diplomatic clearance is NOT required, the shipment will be put in “PRO” status in GATES. Send paperwork (if applicable) to the load planning section. This will let them know that NO clearance is needed.

A5.4.3. If diplomatic clearance IS required, Special Handling or Air Freight personnel will put the shipment in “FRD” status.

A5.4.4. Cape Forecasting personnel will monitor GATES daily to check for “FRD” cargo and to ensure new shipments found in “FRD” status are cleared. In the absence of the cape forecaster, the ATOC senior information controller will confirm or send requests to 618 TACC/XOCZD for weapons or weapons part shipments in accordance with instructions listed in paragraph A5.2.1.

A5.4.5. After diplomatic clearance is obtained, Cape Forecasting or the ATOC senior information controller will take the shipment out of “FRD” status and place the shipment in “PRO” status and attach shipment to the scheduled mission. This will let Load Planning know that clearance has been obtained.

Attachment 6

SPECIAL CARGO

A6.1. AMC MICAP. The ATOC duty officer/senior controller is directly responsible for coordinating the movement of AMC MICAP with load planning, special handling, and information control. Ensure the shipment is documented and manifested in accordance with procedures in this volume and AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*. Ensure remarks section of the Mission Load Report (MLR) states that AMC MICAP cargo is aboard and provides specific location aboard the aircraft. ATOC duty officers/senior controllers will personally monitor/control movement of all AMC MICAP shipments from arrival in the terminal until loaded on an aircraft and depart. Delayed departures for aircraft waiting on AMC MICAP will NOT be granted without 618 TACC/APCC approval and coordination with 618 TACC/XOCL.

A6.1.1. The ATOC duty officer/senior controller will notify 618 TACC/APCC when:

A6.1.1.1. The port receives the AMC MICAP.

A6.1.1.2. NLT 1 hour prior to selected mission's ETD confirm AMC MICAP has been physically loaded on the aircraft.

A6.1.1.3. An AMC MICAP does not arrive on station as previously coordinated.

A6.1.1.4. An AMC MICAP shipment is received with missing or incorrect documentation (missing AMC Form 281, *AMC MICAP/VVIP Special Handling Label*, Transportation Control Movement Document (TCMD) does not show shipment as having a Required Delivery Date (RDD) of 999, and project code 196, etc.)

A6.1.1.5. An AMC MICAP shipment is incorrectly manifested to/from their location and to confirm corrective action requested by 618 TACC/XOCL has been accomplished.

A6.1.1.6. When the outbound mission scheduled to transport the AMC MICAP is delayed. APCC will contact XOCL and evaluate all factors and determine if alternate airlift is available. XOCL will advise APCC of any re-route request and APCC will advise the ATOC duty officer/senior controller of the XOCL re-route request.

A6.1.1.7. Delays Affecting Movement of AMC MICAP, Life/Death, Green/Purple Sheet Shipments. The ATOC duty officer/senior controller will monitor special interest cargo like AMC MICAP, Green/Purple Sheet, life/death shipments planned or loaded on an originating or transit aircraft with an anticipated delay of 2 hours or more. ATOC will advise 618 TACC/APCC of the nature and priority shipments 618 TACC/APCC to request re-routing instructions to expedite cargo movement. If no change to the routing is made, contact APCC every 12 hours to reassess situation with consideration of:

A6.1.1.7.1. Estimated Time in Commission (ETIC) and slipping ETIC.

A6.1.1.7.2. Extended crew rest.

A6.1.1.7.3. Equipment or manpower availability.

A6.1.1.7.4. Available terminal space.

A6.1.1.7.5. Security requirements.

A6.1.1.7.6. Local management factors.

A6.2. Shipments of AMC MICAP on Category B Passenger Missions. When using category B passenger missions to move MICAP items, the following procedures apply:

A6.2.1. Limit shipment to non-passenger prohibitive cargo. Shipments must not exceed 100 lbs. and fit into the baggage compartment of the aircraft.

A6.2.2. Follow same guidelines listed in paragraph A6.1.

A6.3. Remains of Deceased Personnel. Transportation of military and other authorized remains by AMC is authorized between overseas and CONUS, CONUS to CONUS and CONUS to overseas in accordance with DOD Directive 1300.22, *Mortuary Affairs Policy* and AFI 34-242, *Mortuary Affairs Program*.

A6.3.1. Restrict movement of human remains (HRs) to cargo or dual-configured airlift missions when possible; however, baggage compartment space on passenger-type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

A6.3.2. Upon receipt of HRs, all air terminals will contact 618 TACC/APCC who in turn will determine airlift and take appropriate measures to expedite onward movement.

A6.3.3. HRs may be shipped on aero-medical evacuation (AE) missions for AOR and Contingency locations where timely movement of HRs cannot be satisfied by subsequent airlift. 618 TACC/APCC controllers will coordinate all movement of HRs on AE missions, if approval is granted APCC will advise all stations affected and update GDSS2 Mission Display **NOTE:** If needed, HRs can be loaded at the back of the aircraft (not on the ramp).

A6.3.4. HRs shipped from overseas to a stateside location destined to DOV may be airlifted via military air. For example, a line of duty death at HIK may travel HIK-SUU then transferred to a DOV flight if deemed the fastest mode of transportation.

A6.3.5. The destination station's ATOC will notify the mortuary officer or designated agency receiving the shipment of the ETA of the aircraft.

A6.3.6. Cremated Remains. See current AFI 34-242 for guidance.

A6.3.7. Escort duties must be performed per AFI 34-242. If possible, do not separate escorts accompanying human remains.

A6.3.8. If a unit representative is acting as an escort and cannot make a flight or connection, the remains will proceed without them.

A6.3.9. If the family has requested a specific escort and that person is traveling on a mortuary fund citation, his/her duties do not begin until the remains leave the Dover mortuary.

A6.4. Human Remains Mission Load Report (MLR). ATOC information control is responsible for preparing MLR input relating to movement of human remains. The originating station will obtain all information required for movement messages, other than flight data, from the local mortuary affairs activity. MLR information will include the deceased individual's name, rank, branch of service and agency/individual to receive. The message will be placed in PART III of the MLR.

A6.5. Life or Death Shipments. These shipments consist of biological or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency upon delivery to an AMC terminal. See AMCI 24-101, Vol. 11, *Cargo and Mail Policy* for more information.

A6.6. Split Shipments. Do not split shipments after receiving them into the airlift system unless it is necessary to split for palletizing purposes, or because a single shipment exceeds airlift capability of a single aircraft. Maintain shipment integrity when load planning shipments that are split because entire shipment would not fit on a single pallet. Move split shipments that exceed single aircraft capability on the minimum number of aircraft possible.

A6.7. Personal Property Shipments. Make every effort to maintain integrity for personal property shipments however these shipments may be split shipped to achieve optimum aircraft utilization. When split shipments of personal property occur, the remaining increments should move on the next available aircraft. Ship all increments of split-shipped personal property to the same APOD.

A6.8. Green Sheet Cargo/Procedures. An action invoked by DOD components to identify specific cargo already on hand at an air terminal that requires movement precedence over all other cargo, including 999 shipments, from that DOD component. Green Sheet is not a priority; rather, it is designed to override priorities when expedited movement of specific shipments is required. These shipments are considered in the interest of national defense and must be certified as an operational necessity by sponsoring Service. It only overrides priorities for the requesting Service's shipments. Blanket Green Sheet action is not authorized. Judicious application of Green Sheet procedures is essential to preserve the effectiveness of its intent. Exception: In the absence of Customer Service Branch (CSB) or Aircraft Clearance Authority (ACA) action, the air terminal operations officer may initiate Green Sheet action when necessary to meet a DOD component RDD for a Green Sheet shipment. **NOTE:** This does not authorize air terminal operations officers to designate any cargo as Green Sheet only to act upon a sponsoring Service's Green Sheet request.

A6.8.1. Requests for Green Sheet actions will be submitted by letter or fax to the sponsoring service ACA or overseas ACA that has geographical responsibility over the aerial port where the on-hand cargo is located.

A6.8.2. Green Sheet requests must include TCN, pieces, weight, cube, consignee DODAAC, APOE/APOD, and a valid reason for Green Sheet action (i.e. aircraft down, work stoppage). Customers must be specific regarding urgency and vague statements such as "urgently needed" are not sufficient.

A6.8.3. The originating ACA will coordinate in writing (either E-mail or fax) with down-line ACAs to ensure that cargo remains "Green-Sheeted" when on a terminating channel mission and/or enroute stops to ensure action remains in effect to final destination. All down-line/enroute stations are required to honor original Green Sheet action.

A6.8.4. APOEs will accommodate Green Sheet requests to the maximum extent consistent with airlift management effectiveness. AMC, however, has final authority for determining the method for providing timely and responsible movement consistent with priority precedence determined by the shipper service.

A6.8.5. If a situation arises in which airlift capability cannot move all Green Sheet cargo on hand for a particular destination, that cargo will move in the sequence in which it was Green Sheeted and ATOC must notify the appropriate ACA/CSB and 618 TACC/APCC of the situation.

A6.8.6. At automated stations, load planning section will enter an alpha code "G" in the special priority field of the prime TCMD record and create a miscellaneous information trailer record (Document Identifier Code T_I) containing the term "Green Sheet" as of (insert the GMT hour and date the code request was received) in record positions 54-74, for all Green Sheet requests received. This trailer record will remain through all transshipment points to final destination.

A6.8.7. At manual stations, load planning will ensure the statement "Green Sheet as of (in the clear date and time of request)" is typed or printed in the remarks Section (block 21) of the DD Form 1384 manual TCMD, and under applicable line entries on the manifest. Prepare DD Form 1384 in accordance with DODR 4500.09, Part II. Document Identifier Code (DIC) T_I will apply.

A6.8.8. One copy of the Green Sheet request will be accomplished by the requesting agency for each TCN. Entries and procedures required above provide adequate documentation of Green Sheeting action within the aerial port. Return or route Green Sheet request to the appropriate CSB or ACA for retention and disposition. Local management is authorized to retain a file copy of the Green Sheet request or letter if desired. This paragraph applies to both Green and Purple Sheet procedures.

A6.9. Purple Sheet Cargo/Procedures. Purple Sheet is a procedure where United States Central Command (USCENTCOM) specifically identifies shipments of national interest and operational necessity already on hand or en route at any AMC air terminal to gain movement precedence over ALL cargo shipments. USCENTCOM/J4 approves Purple Sheet requests and forwards them to the USCENTCOM Deployment and Distribution Operations Center (CDDOC). CDDOC will forward request after coordination with United States Transportation Command (USTRANSCOM) Deployment Distribution Operation Center (DDOC). The DDOC tasks 618 TACC, who in turns tasks the applicable ATOC, ATOC will inform ACA/CSB and load planning, ACA/CSB will accomplish system changes. Blanket Purple Sheet action is not authorized; judicious application of Purple Sheet procedures is essential to preserve their effectiveness. EXCEPTION: If no CSB or ACA assistance is available, ATOC will direct the Air Freight section to accomplish system changes required. Change GATES fields to read priority 1 RDD 999 and enter the words "Purple Sheet" as of XXXXZ" in the applicable trailer data fields. Purple sheet requests will be submitted by ATOC to the ACA and load planning. Purple Sheet is not a priority, but is designed to override priorities when expedited movement of specific shipments is required in the national interest and is certified as an operational necessity by USCENTCOM.

A6.9.1. If a situation arises in which airlift capability cannot move all Purple Sheet cargo on hand (i.e., destination) that cargo will move in the sequence in which it was Purple Sheeted. Notify 618 TACC/APCC of the situation.

A6.9.2. At manual stations, the load planning section will ensure the statement "Purple Sheet" as of (in the clear date and time of request) is typed or printed in the remarks block (item 21) of the DD Form 1384 manual TCMD, and under applicable line entries on the

manifest. Prepare DD Form 1384 in accordance with DODR 4500.32. Document Identifier Code (DIC) T_I will apply.

A6.10. Denton Amendment Cargo. Denton Amendment cargo refers to humanitarian cargo donated by private citizens and/or other non-governmental organizations that may move on a Space-A basis on DOD assets. It cannot be taken at a cost to the U.S. Government other than the cost of transportation for the cargo itself. Users submit requests through their respective validator using the same procedures used for Special Assignment Airlift Missions (SAAMS). Mission validators are listed in DOD 4500.9, App K. POC for Denton Operations is: 437 APS/DPX, Commercial: (843) 963-6423/6424/6425-Fax: (843) 963-6426. DSN: 673-6424/6425 Fax: 673-6426.

A6.11. Defense Courier Service (DCS) Cargo. DCS material shipments consist of highly classified national security material that requires courier escort. DCS shipments will consist of belly-loaded/palletized or hand-carried items, or a combination of the two methods. Courier escorts will either be dedicated (assigned to the dispatching DCS station) or designated (from aircrew or pax manifest).

A6.11.1. DCS will coordinate all outbound movements with 618 TACC/XOG channel directors (bookies). Space blocks on both AMC organic and contract airlift must be requested NLT 48 hours prior to the required movement date. 618 TACC/XOG will in turn task the capability forecasting and/or load planning function at the applicable aerial port. The capability forecasting/load planning function will coordinate applicable space blocks with aerial port functional areas

A6.11.2. DCS cargo will be processed in IAW applicable guidance in AMCI 24-101, Vol. 11.